



**APPLICANT INFORMATION**

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State		ZIP
Phone:		Email Address		
Do you have a valid driver's license? YES <input type="checkbox"/> NO <input type="checkbox"/>		License Number _____		State Issued _____
How many years have you been driving?				
Have you applied for a position with Van Pool Transportation in the past?		YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you been employed with Van Pool Transportation in the Past?		YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, please provide your dates of employment with Van Pool Transportation				
Are you legally authorized to work in the United States?		YES <input type="checkbox"/> NO <input type="checkbox"/>		
<i>All applicants hired at Van Pool will be required to present documentation verifying identity and authorization to work in the United States in accordance with the Immigration Reform and Control Act.</i>				

How did you learn about this job?

Indeed       Zip Recruiter       Other (please indicate) \_\_\_\_\_

Current Employee    Name: \_\_\_\_\_

Do you have any relatives employed with Van Pool? YES  NO

If so, please state their name(s): \_\_\_\_\_

**EDUCATION / MILITARY TRAINING**

	School Attended	City & State	Completed	Degree
High School			Y / N	
College			Y / N	
Other			Y / N	
Military	Branch of Service:		Rank:	

**REFERENCES**

*Please list two professional references.*

Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

**PREVIOUS EMPLOYMENT (START WITH MOST RECENT EMPLOYER)**

This section must be filled out – Please do not write “see resume.”

<b>Company</b>		Phone ( )	
Address		Supervisor	
Job Title	From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Company</b>		Phone ( )	
Address		Supervisor	
Job Title	From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Company</b>		Phone ( )	
Address		Supervisor	
Job Title	From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

**BACKGROUND INFORMATION**

Do you have a good driving record? YES  NO  Step Rating: \_\_\_\_\_  
*Note: Your STEP Rating or Driving History can be obtained by contacting your auto insurance company or online with the RMV.*

List any accidents or traffic infractions you have had in the last five (5) years:

Do you currently have a Massachusetts 7D license? YES  NO  If yes, expiration: \_\_\_\_\_  
*A 7D License is not required at the time of hire and is easily obtained.*

**QUESTIONS**

Can you work both morning and afternoon routes? YES  NO   
 Please indicate your availability below:  
 5:45 am – 10:00 am YES  NO   
 10:00 am – 1:00 pm YES  NO   
 1:00 pm – 5:00 pm YES  NO   
 5:00 pm – 7:00 pm YES  NO   
 Do you have a limit on the number of hours you can work? YES  NO  If so, what are they? \_\_\_\_\_

*Due to the service nature of Van Pool, our drivers & monitors work both morning & afternoon split-shifts on various routes. There will be occasions when events such as early dismissals, bad weather, a change in a student’s program, new students, etc., may require you to work earlier and/or later, or possibly a new route. The availability you indicated above will assist us in our hiring decision. Should your availability change after being hired, Van Pool will reevaluate your availability to determine if it continues to meet our service needs. If it is determined not to, your employment with Van Pool may be terminated.*

Do you have a safe place to park our van? YES  NO   
 Are you able to make a firm commitment to this job? YES  NO

Is there anything else you would like to share with us regarding the answers to these questions?

Are there other comments you would like to make as we consider your application?

**Van Pool is an Equal Opportunity Employer**

In accordance with applicable federal, state and local law, Van Pool does not discriminate against job applicants or employees on the basis of age, race, creed, color, religion, national origin, ancestry, citizenship or alienage status, sex, sexual orientation, disability, marital status, parental status, military or veteran status, genetic information or any other status, category or characteristic protected by applicable federal, state or local law. Our Team is dedicated to ensuring the fulfillment of this policy with respect to all employment decisions and personnel actions, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits and general treatment during employment.

\_\_\_\_\_  
Applicant Signature\_\_\_\_\_  
Date

## **Background Investigation Authorization and Certification Statement**

I affirm that all of the information contained in this application is true and correct and subject to validation by Van Pool. I understand that any false statement, misrepresentation or omission of information or fact called for or provided in this application or during the application and/or hiring process may be justification for the denial of my application, the immediate revocation of any offer of employment, or termination of my employment at any time.

By signing below, I authorize the investigation of all information contained in this application, other information collected during the application process, and all other information that Van Pool might request to evaluate me for employment. Specifically, in connection with my application for employment, I understand and agree that Van Pool requires a background investigation that may include inquiries regarding my criminal record, previous employment, educational background, and other matters. I understand that this background investigation may require me to furnish my date of birth and social security number and that such information will be used solely for the background check and is required by our Third-Party Administrator. I authorize schools and prior employers to provide any information they have concerning me to Van Pool, and I release them from liability in connection with providing such information.

I acknowledge that Van Pool is a drug-free work workplace and that I will be subject to a mandatory drug test after a conditional offer of employment is made. I understand that an employment offer from Van Pool is contingent upon the satisfactory completion of my background check and a negative drug test result. I release Van Pool and its affiliates, and their members, directors, officers, employees and agents from all liability or damages that may result from any background investigation or drug testing.

I understand that nothing contained in this application or in the granting of an interview creates an employment contract between Van Pool and me. No promises regarding future or continued employment have been made to me by Van Pool. If I become employed by Van Pool, I understand that I will be employed as an employee-at-will, meaning that either Van Pool or I may terminate the employment relationship at any time without reason or notice. I further agree, that if employed, I agree to abide by Van Pool applicable policies, rules and procedures.

By signing below, I certify that I have read, understand and agree to all of the above terms, and I further agree that a fax or photocopy of my signature has the same authority as my original signature.

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Applicant Signature

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Date