



NOTA EMPLOYMENT APPLICATION

PLEASE PRINT OR TYPE

Today's Date _____

First Name *MI* *Last Name* *Preferred Name/Nickname*

Street Address *Apt #* *City* *State* *Zip Code*

Home Phone *Alternate/Work Phone* *Email Address*

PLEASE CHECK YES OR NO TO THE FOLLOWING:

Are you authorized to work in the United States? ___ Yes ___ No

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, NOTA will verify the status of every individual offered employment with the Company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Have you ever been convicted of a felony? ___ Yes ___ No

Have you Failed or Refused a DOT Pre-employment test in the previous two Years? ___ Yes ___ No

Are you under 18 years of age? ___ Yes ___ No

If yes, can you furnish a work permit? ___ Yes ___ No

Are you capable of performing the essential functions of the job for which you are applying with or without a reasonable accommodation? ___ Yes ___ No

Applying for: DISPATCH _____ or DRIVER POSITION _____

Currently our hours of operation are M-F 5:00AM-9:00PM and weekends 5:30AM-5:00PM

PLEASE INDICATE YOUR WORK AVAILABILITY BELOW:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

PLEASE LIST YOUR WORK EXPERIENCE BELOW (MOST RECENT JOB FIRST):

	COMPANY NAME			YOUR POSITION and TITLE	
FROM ____ / ____ Month Year	NO. & STREET			SUPERVISOR'S NAME, TITLE and POSITION	
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER	
	TYPE OF BUSINESS		STARTING PAY \$	FINAL PAY \$	
TO ____ / ____ Month Year	TELEPHONE NUMBER ()		TERMINATION ____ VOLUNTARY ____ INVOLUNTARY	REASON	
	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u> AND <u>REASON(S) FOR TERMINATION</u>				

	COMPANY NAME			YOUR POSITION and TITLE	
FROM ____ / ____ Month Year	NO. & STREET			SUPERVISOR'S NAME, TITLE and POSITION	
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER	
	TYPE OF BUSINESS		STARTING PAY \$	FINAL PAY \$	
TO ____ / ____ Month Year	TELEPHONE NUMBER ()		TERMINATION ____ VOLUNTARY ____ INVOLUNTARY	REASON	
	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u> AND <u>REASON(S) FOR TERMINATION</u>				

DRIVER LICENSE NUMBER: _____		TYPE OF LICENSE: _____	
ARE YOU WILLING TO OBTAIN A CHAUFFEURS LICENSE?		____ Yes ____ NO	
HOW MANY YEARS OF DRIVING EXPERIENCE DO YOU HAVE? _____			
PLEASE ATTACH A COPY OF YOUR CURRENT LICENSE TO THE APPLICATION.			

NOTA is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, NOTA complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. NOTA also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

RELEVANT JOB EXPERIENCE:

EDUCATION:

NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	DID YOU GRADUATE?	TYPE OF DEGREE OR DIPLOMA
HIGH SCHOOL OR PREP			
COLLEGE			
COLLEGE OR GRADUATE			
OTHER			

REFERENCES: Please list three professional references NOT PERSONAL REFERENCES

NAME	RELATIONSHIP	COMPANY	PHONE/ALTERNATE PHONE

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PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

I have submitted the attached form to the company for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the company to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Company's employ.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with the Company in the position I am seeking.

I understand that this application is not an employment contract for any specific length of time between the Company and me, and that in the event I am hired, my employment will be "at will" and either the Company or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by the Company to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Company's part. The Company may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.

References: I hereby authorize the company and its agents to make such investigations and inquires into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize the company and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

SIGNED: _____

DATE: _____

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