

NATIONAL @ CROSS KEYS COACH, LLC

Employment Application

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EDUCATION

National @ Cross Keys Coach LLC, clients may require that applicants for some positions possess certain education, work experience, or related skills. This information will not be used to discriminate against you when considering your eligibility for positions that do not require job-related education, work experience or skills.

High School Name/Address	Course of Study	Years Completed	Diploma/Degree
College Name/Address	Course of study	Years Completed	Diploma/Degree
Other	Course of Study	Years Completed	Other

Have you been convicted of a felony within the last 7 years? If YES, please explain briefly below. Yes No
(Conviction will not necessarily disqualify an applicant from employment.)

Comments:

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Proof of citizenship or immigration status will be required upon offer of employment. Yes No

EMERGENCY CONTACTS

Please provide us with the names and phone numbers of two persons whom we could notify in case of accident/emergency.

Name: _____ Phone: () _____ Phone: () _____ Relationship _____

Name: _____ Phone: () _____ Phone: () _____ Relationship _____

APPLICANTS STATEMENT OF AUTHORIZATION AND CONSENT

1. I understand that National @ Cross Keys Coach LLC is committed to providing equal opportunity in all employment practices including, but not limited to, selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, marital or veterans status, religion, handicap or disability.
2. I understand and consent for National @ Cross Keys Coach, LLC to investigate my driving record, criminal background and any record that is considered public record.
3. I will comply upon request with any test, examination, and inquiry by National @ Cross Keys Coach, LLC for the purpose of determining whether or not I could fulfill the essential functions of the position for which I am applying, with or without accommodation, which would not constitute an undue hardship to Cross Keys Coach, LLC. I agree to immediately notify National @ Cross Keys Coach, LLC management of any accommodation I might need to take any test, examination or inquiry.

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4. I understand that the results of evaluative testing will not be used to discriminate against me for jobs in which the skills and/or abilities being tested are not essential functions of the job for which I am applying or for which reasonable accommodation could or could not be made by National @ Cross Keys Coach, LLC or management without undue hardship.
5. I understand that National @ Cross Keys Coach, LLC has a strict “DRUG-FREE WORKPLACE POLICY.” Using, selling, distribution, or being under the influence of alcohol and/or illegal drugs in the workplace will not be tolerated.
6. It is the right of an employer to require participation in random, periodic, post-accident and probable cause testing for alcohol or illegal drugs. If hired, I agree to comply with National @ Cross Keys Coach, LLC Drug-Free Workplace Policy and, if asked, to submit to a drug screen conducted by a laboratory selected and paid for by National @ Cross Keys Coach, LLC; my failure to comply with this agreement will be grounds for my immediate termination.
7. If hired, I understand that I am responsible for notifying National @ Cross Keys Coach, LLC within 24 hours of any change in the status of my position, such as resignation, termination, layoff, etc., as well as informing National @ Cross Keys Coach, LLC in a timely fashion of any changes to my name, address, telephone number, or emergency contacts.
8. If hired, I understand that National @ Cross Keys Coach, LLC will be my legal employer, and I agree to comply with all of the rules and regulations of National @ Cross Keys Coach, LLC governing the conduct of its employees, including, but not limited to, prohibition against using illegal drugs, alcoholic beverages, firearms or weapons in either the office, work location or facility of National @ Cross Keys Coach, LLC.
9. These policies and authorization are clear to me, and if I have any questions it is my responsibility to ask for clarification before signing this Employment Application. If a job offer results from the application process, I will be given an Employee Agreement further outlining National @ Cross Keys Coach, LLC policies to read and sign.
10. All the information in this application is accurate and true to the best of my knowledge, and National @ Cross Keys Coach, LLC has my permission to verify any information I have supplied. I authorize National @ Cross Keys Coach, LLC to contact my previous employers and/or schools, and I authorize those employers and/or schools to disclose to National @ Cross Keys Coach, LLC all records pertinent to my employment and/or training with them.

Signature

Date
