

# NEW YORK APPLICATION FOR EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER

CWW is an equal opportunity employer and does not discriminate on the basis of race, sex, color, national origin, religion, age, disability, sexual orientation, gender identity, veteran status, or any other protected class status. This application will be considered active for up to 90 days. All employment with CWW is on an at-will basis.

*In order that we may better understand your qualifications and interests, please complete all of the items listed below. (Type or print in ink)*

Name				Date:
Present Address:	City:	State:	Zip Code:	Home Phone Number: ( )
Previous Address:	City:	State:	Zip Code:	Email address:
For verification purposes, please list other names legally held: _____ _____				
Are you authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Will you require, now or in the future, that Commonwealth sponsors you for an employment visa (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Prior to employment you will be required to submit proof of employment eligibility and identity in compliance with the Immigration Reform and Control Act of 1986.				
Are you over 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If no, can you produce an employment certification/working papers? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever applied to or been employed at Commonwealth Worldwide? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, when and what position? _____ _____				
List any relatives employed with Commonwealth Worldwide: (Please list name, relationship, location and/or department.)				
1. _____				
2. _____				
Position or area of work which you are interested in: _____ _____				
Desired work schedule: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> As Needed				
Starting salary desired: \$			How soon can you start if a job offer is made:	

## EDUCATION

*Entry of "SEE RESUME" is not acceptable*

Type of School	Name and Location of School	Circle Last Year Completed	Diploma, Degree, License or Certification Received	Graduated (Yes) (No)
High School		9 10 11 12		
College or University		1 2 3 4		
Graduate or Business School		1 2 3 4		
Trade School		1 2 3 4		

**EMPLOYMENT RECORD**

**entry of "SEE RESUME" is not acceptable**

Please provide a full accounting of your work experience. You may include volunteer positions if you wish. Where appropriate, include work experience during periods of education.

**Prior Employment (start with present or most recent employer)**

1. Employer and address			Phone Number ( )
<b>month/year</b>	<b>month/year</b>	Starting Title:	Current or Ending Title:
From:	To:	Supervisor:	Supervisor:
Starting Salary \$	Present or Ending Salary \$	Reason for leaving	
Position Responsibilities (list by title held)			
If a current employer, when may we contact? <input type="checkbox"/> Prior to a contingent offer <input type="checkbox"/> After a contingent offer <input type="checkbox"/> Not a current employer			
2. Employer and address			Phone Number ( )
<b>month/year</b>	<b>month/year</b>	Starting Title:	Current or Ending Title:
From:	To:	Supervisor:	Supervisor:
Starting Salary \$	Present or Ending Salary \$	Reason for leaving	
Position Responsibilities (list by title held)			
3. Employer and address			Phone Number ( )
<b>month/year</b>	<b>month/year</b>	Starting Title:	Current or Ending Title:
From:	To:	Supervisor:	Supervisor:
Starting Salary \$	Present or Ending Salary \$	Reason for leaving	
Position Responsibilities (list by title held)			

List chronologically the previous three positions if the above does not include all jobs since you started working.

Company	Title	From	To
4.			
5.			
6.			

**Are you currently subject to a non-competition or non-solicitation agreement with another employer?**  Yes  No

If "yes," please list company name, location, telephone number, effective dates covered, and restrictions.

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL REFERENCES.** List at least three (3) persons not related to you with whom you have worked for at least one year and who can provide an assessment of your job performance and skills. Two of these individuals should be previous supervisors.

Name/Relationship	Organization	Telephone
1.		( )
2.		( )
3.		( )
4.		

**SKILLS AND MEMBERSHIPS**

Identify computer software & communications technology with which you have significant experience, and indicate your corresponding proficiency levels: **BEG**-Beginning; **INT**-Intermediate; **ADV**-Advanced; **EXP**-Expert

\_\_\_\_\_

\_\_\_\_\_

Word Processing/Typing: \_\_\_\_\_ WPM

Languages spoken fluently: \_\_\_\_\_ Written fluently: \_\_\_\_\_

List professional memberships, licenses, etc. (Exclude those activities, etc. which indicate your race, creed, color, gender, marital status, sexual orientation, age, national origin or ancestry, religion, veterans status, or disability.)

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** In order for a Chauffeur to be eligible to drive a 10+ passenger vehicle—vehicles subject to DOT regulations -- the Chauffeur must show proof of a valid (for a minimum of six (6) months), DOT-accepted medical certification card as well as a valid Motorbus certification card or CDL.

**MILITARY SERVICE**

Have you ever been in the military service of the United States and/or Canada?  Yes  No

**HOW WERE YOU REFERRED TO US?**

Please be as specific as possible.

Current Commonwealth Worldwide employee: <input type="checkbox"/> Please specify: _____  Advertisement: <input type="checkbox"/> Please specify: _____  Internet/Web Site Source: <input type="checkbox"/> Site name: _____	Employment agency: <input type="checkbox"/> Agency name: _____  Job Fair: <input type="checkbox"/>  State/Federal agency: <input type="checkbox"/>  Commonwealth Worldwide website: <input type="checkbox"/>  Other: <input type="checkbox"/> Please specify: _____
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**DRIVING HISTORY (if applicable).** If the applied-for position involves driving responsibilities, please complete the following section.

Do you have a valid driver's license?  Yes  No

If yes, please provide license number: \_\_\_\_\_ State: \_\_\_\_\_ Exp. date: \_\_\_\_\_

List other state licenses previously held: \_\_\_\_\_

- 1. Do you have any restrictions on your driver's license at present?  Yes  No
- 2. Have you been convicted of any moving violations during the past seven years?  Yes  No
- 3. Have you been involved in any motor vehicle accidents while driving during the past seven years?  Yes  No
- 4. Has your driver's license ever been suspended or revoked in any state?  Yes  No

If the answer to any of these questions is 'yes,' please explain, including details:

\_\_\_\_\_

\_\_\_\_\_

**CRIMINAL HISTORY**

Have you ever been convicted of a crime (exclude convictions which have been sealed or expunged, and arrests that did not result in conviction)?  Yes  No

If "yes," please explain below, providing information as to the date, charge, and disposition. *Please note that a conviction will not necessarily be a bar to employment.* A criminal conviction will only bar employment where there is a direct relationship between one or more of the offenses and the specific employment being sought, or where the granting of employment would involve an unreasonable risk to property or safety. Employment at CWW is contingent upon satisfactory completion of a criminal background check.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Certification

I certify that all information provided in this application is true and complete to the best of my knowledge and belief. In the event of an offer of employment, I understand that false, misleading or omitted information in my application shall be grounds for withdrawal of an offer of employment or discharge at any time.

I certify that I am under no agreement with any prior employer or other third party which would prevent me from accepting employment with Commonwealth Worldwide, or which would otherwise adversely affect or restrict such employment.

I understand that the use, purchase, transfer, possession or sale or being under the influence of alcohol, illegal drugs or controlled substances while on Commonwealth Worldwide premises, the premises of any Commonwealth Worldwide worksite, or while engaged in Commonwealth Worldwide business is strictly prohibited and is grounds for immediate discharge. I am willing to submit to drug and/or alcohol testing to detect the use of illegal drugs or alcohol prior to and during employment, as required by Commonwealth Worldwide, to the extent permitted by law. In addition, I agree to submit to medical examination, as may be legally permitted and required by the Company, to the extent necessary to determine my ability to safely perform all essential job functions.

Should my employment terminate, I understand that Commonwealth Worldwide may be asked by prospective employers to provide an employment reference on my behalf. I hereby release the Commonwealth Worldwide corporate entities (Commonwealth Limousine Service, Inc; D&S Leasing; Commonwealth Chauffeured Transportation of New York LLC), and their respective agents, officers and employees ("Released Parties"), from any liability and claims in connection with the provision of employment references.

It is my understanding that Commonwealth Worldwide, or its agents, may make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers or oral interviews. I understand that Commonwealth Worldwide, or its agents, may disclose to third parties some or all of the information given in my application as part of the background investigation. I authorize such investigation and the giving and receiving of any information requested by Commonwealth Worldwide, or its agents, and I release from liability and claims any person or organization giving or receiving any such information, including but not limited to the Released Parties. I understand and agree that Commonwealth Worldwide may obtain a consumer report from a third-party consumer-reporting agency, as these terms are defined in the Fair Credit Reporting Act, for the purpose of obtaining such information and completing such investigations.

I understand that employment is contingent upon the results of a background investigation, on verification of data provided by me regarding my application, and may also be contingent upon a driving record investigation for positions involving the use of a motor vehicle. I understand that an offer of employment is contingent based on satisfactory completion of these items.

I understand that this is an application for employment and that no employment contract or promise is being offered. I understand that if I am employed by Commonwealth Worldwide, such employment is on an at-will basis. I understand that the "at will" means that both the Company and the employee have the right to terminate the relationship at any time, for any reason, with or without notice. Commonwealth Worldwide reserves the right to change wages, benefits, practices, policies and working conditions at any time.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date