



OFFICE EMPLOYMENT APPLICATION

Thank you for your interest in working for Airlink Ground Transportation! Please complete the office employment application form below.

Airlink Ground Transportation is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. For more information please e-mail at info@airlinklimo.com

1. APPLICANT INFORMATION

Give us your full Name.

Home Address. (Street Address, City, State and Zip Code)

What is the best Phone Number where you can be reached?

Email Address, please.

This will not be used for any other purpose than communication between Airlink Ground Transportation and yourself.

Driver's License Number.

Please give us an Emergency Contact. (Name and Phone Number.)

2. POSITION INFORMATION

Have you applied to Airlink Ground Transportation previously?

Yes

No

If Yes, When did you apply and for what position?

Do you have any friends, relatives or acquaintances who work for Airlink Ground Transportation?

Yes

No

If Yes, List their names, please.

What position are you applying for? (Choose as many as you like)

Reservations

Dispatcher

General Office

Sales

Other

If Other, Please enter What position are you applying for?

3. PERSONAL INFORMATION

Are you at least 18 years old?

Yes

No

Are you able to work weekends?

Yes

No

If No, Please Enter What are your limitations working weekends?

Are you able to work evenings?

Yes

No

If No, What are your limitations working evenings?

Are you able to work overtime?

Yes

No

Do you have a reliable transportation to and from work?

Yes

No

On what date can you start working if hired? (MM/DD/YYYY)

If hired, will you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the U.S.?

Yes

No

If hired, are you willing to submit and pass a mandatory controlled substance test prior to hire and randomly several times a year during employment?

Yes

No

Are you able to perform functions of the job for which you are applying, either with or without reasonable accommodation?

Yes

No

If No, Please describe the functions that cannot be performed.

Have you ever been convicted of a criminal offense (felony or misdemeanor)?

Yes

No

If Yes, Please state the nature of the crime(s), when and where convicted and disposition of the case.

4. EDUCATION INFORMATION

Did you graduate High School?

Yes

No

if yes, then also fill the following required fields. (from 4.a to 10.a)

4.a) What is the name of the High School you graduated from?

Yes

No

4.b) What level of College or University have you completed?

None

Some College

Associate's Degree

Bachelor's Degree

Master's Degree

Other

If Other, Please enter What level of College or University have you completed?

5. TRAINING INFORMATION

5.a) Please list any current training, professional licenses, registrations or certificates you have. (You will be required to show proof of this information.)

5.b) Please list any special skills that may qualify you for the position.

5.c) Have you ever been enlisted in the Armed Services?

Yes

No

6. PREVIOUS EMPLOYMENT INFORMATION

All applicants must provide the following information on all employers during the preceding 3 years. Please list all jobs (including self-employment) and military service which you have held. (a minimum of 3 years is required)
Please provide complete information and explain any gaps in employment. Please list your most current or recent employment first.

6.a) Who is your current or most recent Employer?

6.b) Employer's Address (Street Address, City, State and Zip Code)

6.c) Employer's Phone Number

6.d) Dates you worked at this company? (mm/yy to mm/yy)

6.d) What is your position or position you held?

6.e) What is or was your salary / wage?

6.f) Why are you leaving or did leave this job?

6.g) Who is someone we can contact at you current or most recent job? (Name, Phone Number and Email)

6.h) Do you want to be informed before we contact this person or your former Employer?

Yes

No

6.i) Do you need to list another Employer?

Yes

No

if yes, then also fill the following required fields.

7. ADDITIONAL EMPLOYMENT INFORMATION

7.a) Who was your previous most recent Employer?

7.b) Employer's Address (Street Address, City, State and Zip Code)

7.c) Employer's Phone Number

7.d) Dates you worked at this company? (mm/yy to mm/yy)

7.e) What was your position?

7.f) What was your salary / wage?

7.g) Why did you leave this job?

7.h) Who is someone we can contact at this company? (Name, Phone Number and Email)

7.i) Do you need to list another Employer?

Yes

No

8. REFERENCE INFORMATION

Provide us with three references. Name, Phone Number and Email

8.a) Reference One (Please provide reference name, company, phone and email)

8.b) Reference Two (Please provide reference name, company, phone and email)

8.c) Reference Three (Please provide reference name, company, phone and email)

9. ADDITIONAL INFORMATION

Please provide any additional information that you believe should be considered, include whether you are bound by any agreement with another employer. Some employers require employees to sign a non-compete or a non-solicitation clause. A non-compete clause requires the individual to refrain from entering into or starting a similar profession or trade that is in competition with the employer. A non-solicitation clause restricts the individual from seeking employees, customers and business opportunities from another company. Both these clauses are for a period of time, usually 12 months.

9.a) Provide your additional information

10. TO BE READ AND ACCEPTED BY THE APPLICANT

10.a) I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences immediate termination. I authorize Airlink Ground Transportation to contact former employers and educational organizations regarding my employment and education.

I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance and grade. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that the relationship between me and Airlink Ground Transportation will be "at-will". This means that the relationship will be completely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, Airlink Ground Transportation will have the same right. Moreover, no agent, representative, or employee of Airlink Ground Transportation, except in a specific written contract of employment signed on behalf of the organization by Atif Jilani, president, has the power to vary the voluntary nature of employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

I accept

I don't accept

11. Do you have a GED?

Yes

No

Submit Your Form

Please fulfill above form details and send your form at info@airlinklimo.com If you have any further queries please do not hesitate to contact us at +1 (203) 297-6060