



APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES DEPARTMENT

P.O. Box 14771

Lenexa, KS 66285

Phone: (866) 400.9050

Fax: (866) 400.9150

Position Applying For: \_\_\_\_\_ Job #: \_\_\_\_\_

INSTRUCTIONS: Each question should be fully and accurately answered. Please print or type, except for the signature on the back of the application. A separate application must be submitted for each position for which you are applying.

APPLICANT INFORMATION

NAME: \_\_\_\_\_
(As written on Social Security Card) Last First M.I.

MAILING ADDRESS: \_\_\_\_\_
Street City State Zip

TELEPHONE: \_\_\_\_\_
Home Business Message

EMAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY NO: \_\_\_\_\_ DATE AVAILABLE FOR WORK: \_\_\_\_\_

Are you available for: Fulltime Parttime Hourly Employment

Are you a citizen of the United States or are you legally authorized to work in the U.S.? Yes No

Are you 18 years or older? Yes No If no, list date of birth: \_\_\_\_\_

Do you possess a valid driver's license? Yes No If yes, list Class: \_\_\_\_\_

License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you have a current Commercial Driver's License (CDL)? Yes No

Have you worked for the Black Diamond before Yes No

If yes, list Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Approximate dates of employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Do you have any relatives presently working for Black Diamond Yes No

If yes, list name and relationship: \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accomodation? Yes No

Have you ever been convicted of a crime (other than a minor traffic offense that resulted only in a fine)? Yes No

If yes, please state the crime(s) you were convicted of and explain the date, location, nature and facts surrounding each conviction. Use an attachment sheet if necessary

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

## EMPLOYMENT HISTORY

Your work experience is an important factor in evaluating your qualifications. Please make certain that you provide complete and accurate information on previous job duties and levels of responsibility. List names of employers in consecutive order with present or most recent employer listed FIRST. Account for all periods of time including military service, related volunteer experience, as well as any period of unemployment. A resume may be attached if desired

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Name of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. \_\_\_\_\_

Employer's Address \_\_\_\_\_  
Street City State Zip

Name of Last Supervisor \_\_\_\_\_ May we contact this employer?  Yes  No

Employed From \_\_\_\_\_ To \_\_\_\_\_ Salary: Starting \$ \_\_\_\_\_ Ending \$ \_\_\_\_\_

Job Title: \_\_\_\_\_ Duties \_\_\_\_\_

Reason(s) for leaving or seeking other employment \_\_\_\_\_

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**EDUCATION**

Name, address and location of school	Did you graduate?
High School: _____	
College or University: _____ College Major: _____ Degree: _____	
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**Have you served in the United States Armed Forces?**  Yes  No

If yes, list dates of service: From \_\_\_\_\_ To \_\_\_\_\_ Branch of Service \_\_\_\_\_

**Additional education and/or vocational, technical, or military training information relevant to the position for which you are applying:**

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**SPECIAL SKILLS**

Typing:  Yes  No      WPM \_\_\_\_\_      Ten Key \_\_\_\_\_      By Touch:  Yes  No

Computer:  Yes  No      Type \_\_\_\_\_      Software Applications: \_\_\_\_\_

Heavy Equipment (list specific types): \_\_\_\_\_

Additional information that might qualify you for the position: \_\_\_\_\_

**Black Diamond Luxury Transportation is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, and other characteristics protected by law**

**CERTIFICATION & RELEASE**

I certify that all statements made in this application are true and complete. I authorize the Black Diamond to investigate all statements made as a part of this application and to secure any necessary information from all prior employers, references, academic institutions, law enforcement agencies, other persons and entities, and public records. I hereby release all such persons, entities, employers, references, institutions, agencies and Black Diamond from any and all liability arising from their giving or receiving information about my employment history, academic credentials, qualifications, reputation, driving record, and criminal record. A photocopy of this release can be used for all purposes.

I understand that any false answers or misleading statements as well as misrepresentations by omission made by me as part of my application, will be sufficient for rejection of my application or for my immediate discharge should one be discovered after I am employed. I understand that nothing this employment application, in Black Diamond's statements of personnel policies or in my communication with any Black Diamond's employee or official is intended to create an employment contract between the Black Diamond and me. In the event that I am hired by the Black Diamond, I understand that my continued employment will be at the mutual consent of Black Diamond and me. Accordingly, either I or Black Diamond may terminate my employment at-will at any time with or without cause or notice. I understand that the at-will nature of the employment relationship can only be changed in a specific writing signed by the Director of Human Resources. I hereby acknowledge that I have read, understand and agree to the preceding statement.

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

**TO ALL APPLICANTS:**

The information requested below is needed in order to comply with state and federal laws and regulations. The information will be used for statistical purposes only and will not be used as part of the hiring process. Submittal of this information is strictly voluntary and refusal to provide it will not subject you to any adverse treatment.

Position applying for: \_\_\_\_\_

Date: \_\_\_\_\_

Ethnic Information:

- American Indian or Alaska Native
- Asian or Pacific Islander
- Black/African American
- Hispanic/Latino-Latina
- White/Caucasian

Age: \_\_\_\_\_

Sex:  Male  Female

**How did you first learn of this job opportunity?**

- Walk in
- Job posting
- Friend
- Newspaper ad
- Jobline
- Web site
- Other \_\_\_\_\_

If seen in a newspaper, which one?

**BLACK DIAMOND  
PRE-EMPLOYMENT  
CONTROLLED SUBSTANCE TEST CONSENT AND RELEASE**

Black Diamond Luxury Transportation strives to foster a safe work environment, free from the effects of controlled substance misuse. This Company has a comprehensive Drug Free Workplace Policy for all employees. The Company requires that certain applicants conditionally offered a position with the Company undergo a test sample to an approved collection location within 48 hours of receiving the conditional offer of employment. This consent and release allows the Black Diamond to know the results of the test.

I hereby authorize Black Diamonds' collection center and medical providers to perform the pre-employment controlled substance test and to release the results and related records of the test to the Black Diamond Luxury Transportation.

I hereby authorize Black Diamond Luxury Transportation to obtain the test results and any records associated with the test.

I understand that I may refuse to submit to the controlled substance test. However, refusal to consent to the test, failure to provide the test sample as required above, or having a confirmed positive test shall disqualify me from employment for a period of six months from the date of refusal, failure to provide, or testing, whichever is applicable.

I hereby acknowledge that I understand this document and consent to the controlled substance if I am conditionally offered employment. I understand that I if I am under 18 years of age, my parent or legal guardian will be advised of a confirmed positive test result.

Printed Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian (if applicant is under age 18): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_