TEST COMPANY
Non-Emergency Medical Transportation
9416 Smokey Bear CT, Bristow, Virginia 20136
Office: 2020000000

APPLICATION FOR EMPLOYMENT

Please Read Before Completing

Test Company is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, religion, creed, sex, pregnancy, marital status, national origin, age, genetic information, veteran status, physical or mental disability, or any other status protected by law. All offers of employment are conditioned on successful completion of a pre-employment drug screen, criminal background check, and verification of the credentials required for the position. Please answer every question completely and accurately.

POSITION

☐ NEMT Driver ☐ Dispatcher / Scheduler ☐ Other: _____

Date Available to Start: _____ Desired Pay: _____

☐ Full-Time ☐ Part-Time ☐ On-Call / As Needed

APPLICANT INFORMATION

Name (Last, First, Middle): _____

Street Address: _____

City / State / ZIP: _____

Mailing Address (if different): _____

Telephone: _____ Email: _____

Driver's License # / State: _____ Expiration Date: _____

Are you at least 21 years of age? (minimum age required to drive under our transportation contracts) ☐ Yes ☐ No

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

DRIVER CREDENTIALS

The following credentials are required to drive under our transportation contracts. Please indicate which you currently hold. Applicants who do not yet hold every credential may still apply; management will discuss what must be obtained before a driving assignment begins.

Credential	Yes	No	Expiration / Notes
Valid Virginia Driver's License	☐	☐	
Clean 39-Month Motor Vehicle Record (MVR)	☐	☐	
Level One Fingerprint Clearance Card	☐	☐	
First Aid / CPR Certification	☐	☐	
HIPAA Training Certificate	☐	☐	

DRIVING & BACKGROUND HISTORY

In the last three (3) years, have you had any motor vehicle accidents, moving violations, or a suspended or revoked license? ☐ Yes ☐ No

If yes, please explain: _____

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Have you ever been convicted of a felony or misdemeanor (other than minor traffic violations)? ☐ Yes ☐ No

A conviction will not automatically disqualify you from employment. Factors such as the nature of the offense, how long ago it occurred, and its relevance to the position will be considered, consistent with applicable law and our contract requirements.

If yes, please explain: _____

EMPLOYMENT HISTORY

Please list your two most recent employers, beginning with the most recent.

Employer 1

Company: _____ Job Title: _____

Supervisor: _____ Telephone: _____

Address: _____

Dates Employed (From – To): _____ May we contact?: _____

Duties / Reason for Leaving: _____

Employer 2

Company: _____ Job Title: _____

Supervisor: _____ Telephone: _____

Address: _____

Dates Employed (From – To): _____ May we contact?: _____

Duties / Reason for Leaving: _____

REFERENCES

Please provide two professional references who are not family members.

Reference 1

Name: _____ Relationship: _____

Company: _____ Telephone: _____

Reference 2

Name: _____ Relationship: _____

Company: _____ Telephone: _____

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ADDITIONAL COMMENTS

CERTIFICATION & AUTHORIZATION

By signing below, I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false or misleading statement or material omission may disqualify me from consideration or, if discovered after hire, may result in termination of employment. I authorize Test Company to verify the information provided, to contact the employers and references listed (except where I have indicated otherwise), and to obtain a motor vehicle record, criminal background check, and pre-employment drug screen as permitted by law. I understand that this application is not a contract of employment and that, if hired, my employment will be at-will, meaning either I or Test Company may end the employment relationship at any time, with or without cause or notice.

X _____ _____
Applicant Signature Date

X _____
Printed Name