



SENIOR *Transportation*



707 White Horse Pike
Suite E-3
Absecon, NJ 08201

Phone: (609) 407-9897

Fax: (609) 407-9537

Thank you for your interest in employment with SENIOR *Transportation*. Please fill out the attached application and mail it to:

SENIOR *Transportation*
707 White Horse Pike
Suite E-3
Absecon, NJ 08201
Attn: Employment

It is important that you fill out every part of the form.

Your *Date of Birth* must be filled in on the first page.

You *must* include your starting and ending salaries for each previous position.

You *must* include your starting and ending dates for each previous position.

If applying for a position of EMT, you *must* already be certified as a EMT in good standing or plan on having your certificates in good standing before you are hired by SENIOR.

Three references are *required*.

Please do not use "Please See Resume"

If you have any questions, you can call us at:

(609) 407-9897 between 9:00 a.m. and 5:00 p.m. Monday through Friday.

Again, thank you for taking your time to complete the application and mail it to us. We look forward to working with you in this process.

Until we hear from you and on behalf of SENIOR *Transportation*, we remain

Respectfully

Joe-Paul Robb, Jr.
Business Administrator

Aaron Wise
Operations Manager

Military Service

Are you now or have you ever served in the Armed Services? Yes No

If yes, What Branch? _____ When: From _____ To: _____

Specialty: _____

Service Schools Attended: _____

What rank did you achieve? _____ Type of Discharge: _____

EDUCATIONAL INFORMATION

School	Circle Highest Year Completed	Name of School City & State	Graduated	Course of Study	Degree Received
High School	1 2 3 4	_____	<input type="checkbox"/> Yes		
		_____	<input type="checkbox"/> No		
College/ University	1 2 3 4	_____	<input type="checkbox"/> Yes		
		_____	<input type="checkbox"/> No		
Graduate	1 2 3 4	_____	<input type="checkbox"/> Yes		
		_____	<input type="checkbox"/> No		
Other	1 2 3 4	_____	<input type="checkbox"/> Yes		
		_____	<input type="checkbox"/> No		

If you are applying for a position which requires driving (for instance: MAV-T/EMT):

Your Driver's License Number: _____ State: _____

Have you had any accidents in the last three years? Yes No If "Yes", explain: _____

Have you had any tickets in the last three years? Yes No If "Yes", explain: _____

Has your license ever been suspended? Yes No If "Yes", for what? _____

APPLYING FOR WHEELCHAIR COACH TECHNICIAN

Do you already have MAV-T or PAT certification? Yes No

If Yes, MAV-T or PAT Number: _____

Who was your employer where you were certified or you last employer where that certification was used _____

Have you had CPR Training? Yes No If Yes, when does it expire? _____

Have you had First Aid Training? Yes No Have you had Defensive Driving? Yes No

APPLYING FOR EMERGENCY MEDICAL TECHNICIAN

Are you currently certified as an EMT? Yes No

If Yes, are you in the National Registry? Yes No

Is your EMT Certification Current? Yes No – Is your CPR current? Yes No

Do you have any medical or physical limitations that would preclude you from serving as an Emt?
 Yes No

Have you worked for any other companies as an EMT? Yes No

If yes, Company: _____ From: _____ To: _____

Company: _____ From: _____ To: _____

Company: _____ From: _____ To: _____

APPLYING FOR AN OFFICE POSITION

Do you have previous Office Experience? Yes No – If yes, please briefly explain: _____

Have you had customer relations experience? Yes No – If Yes, please briefly explain: _____

Have you had experience dispatching taxi cabs, emergency vehicles, etc? Yes No

Can you type? Yes No – Words per minute _____

Do you have computer experience? Yes No – If yes, please briefly explain: _____

If yes, with what software? _____

Have you had any experience with Medical Billing? Yes No – If Yes, please briefly explain: _____

Have you had any experience in Accounting? Yes No
If yes, Accounts Payable, Accounts Receivable, Both

Do you believe that you can work without large amounts of supervision once your probationary period is complete? Yes No

Other Information regarding your office skills, office machinery, office experience that you want to tell us about that might assist us in deciding whether or not to hire you for our office team: _____

Other Information that may assist us in deciding whether or not you should join the SENIOR *Transportation* team: _____

Please list three (3) references with names addresses and phone numbers. (References cannot be related to you).

Name: _____	Name: _____	Name: _____
Street: _____	Street: _____	Street: _____
City: _____	City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____	State: _____ Zip: _____
Phone: _____	Phone: _____	Phone: _____

I certify that the information given on this application is true, correct, and accurate. I gant permission to authorize SENIOR *Transportation* officials, representatives, and/or agents to contact any of the schools, former employers, or other references listed unless otherwise stated in this application. I understand that omissions or misrepresentations of the facts stated or implied on this form is sufficient cause for rejection of this application or my dismissal if I am employed.

Printed Name: _____

Signature: _____ Date: _____



Drug and Alcohol Free Workplace (ZERO TOLERANCE)

SENIOR is committed to providing a workplace free from alcohol and controlled substances in order to ensure a safe, healthy, and efficient work environment for all employees, clients, and the general public. Our operations involve the safety and well being of thousands of people dependant our service. It is, therefore, essential that all employees be free of the effect of controlled substances and alcohol at all times while on duty. This is a firm condition of employment. Because we are dealing with medical transportation, we practice a **“ZERO TOLERANCE”** policy for drug and alcohol abuse.

The following shall constitute SENIOR’s drug policy:

- A. The manufacture, possession, use, purchase, or distribution of illegal drugs (meaning those drugs for which there is no generally accepted medical use, e.g. marijuana, cocaine, methamphetamine, etc.) or for which an employee has no legal, personal prescription, or paraphernalia associated with illegal drugs by an employee in a company vehicle, at a job site, on company or client property, or during working hours is strictly prohibited. Substantiated evidence of noncompliance will result in immediate termination of employment.
- B. The use of alcohol by an employee in a company vehicle, at a job site, or on company or client property, or during working hours is strictly prohibited. Substantiated evidence of noncompliance will result in immediate termination of employment.
- C. Reporting to work or working while intoxicated by alcohol or under the influence of a controlled substance is specifically prohibited and will result in immediate termination.
- D. SENIOR reserves the right to require testing of employees involved in work-related accidents, and/or when the company has “reasonable cause” to believe that an employee is under the influence of controlled substances and/or alcohol. The company may also, at its discretion, conduct random drug and/or alcohol testing. Refusal to take the test may result in immediate termination.
- E. As a condition of employment with SENIOR candidates for employment will be required to take a drug screening test and an alcohol test prior to being hired. This will be a pre-employment test. If the candidate tests positive for either drugs or alcohol on these tests, that person will not be hired.

- F. Prior to hiring, the company will require permission to acquire a *Motor Vehicle Report (MVR)* and a *Criminal Background Report* on each candidate. If either or both the MVR or CBR for a candidate shows a DUI, or conviction for alcohol or drug abuse, that candidate will not be hired.

- G. All employees who operate company vehicles must notify the dispatcher, Manager of Operations, or member of the management team when they are taking prescription or non-prescription medication which contains a WARNING LABEL stating that the use of that drug may impair their ability to safely operate machinery or vehicles. Failure to do so may result in immediate termination.

- H. Any employee that operates a company vehicle and who, subsequent to employment with SENIOR, receives a DUI or is convicted for the use of illegal drugs, will be immediately terminated. This section of the policy will cover DUI conviction and/or conviction for use of illegal drugs even when the employee is not on company time.

As a condition of employment, each candidate for employment will voluntarily submit to a drug screen and/or alcohol testing at the discretion of the employer.

MOTOR VEHICLE REPORT

The insurance companies that cover the vehicles for SENIOR *Transportation* must review the *Motor Vehicle Report (MVR)* prior to hire and each year prior to insurance renewal. In addition, the insurance underwriters may, at any time throughout the year, require an MVR be obtained for any or for each employee. The cost of our insurance is directly related to the driving records of our employees.

Therefore, when we are working with a “new hire”, that person *must* secure his/her own MVR from the appropriate Department of Motor Vehicles (at his/her cost . . . usually about \$10 or \$20). That MVR must be submitted to SENIOR *Transportation* for review prior to hire. If the person is hired, the Company will keep the original MVR and place it in the employee’s folder. If the employee wants a copy of the MVR she/he may have a copy of that report for which they personally paid.

It must be noted that, if an employee has an undesirable MVR after he/she is hired, the insurance company may do one of two things:

- 1) require the company to pay a surcharge on their insurance for that driver (which can be between \$500 and \$5,000), or
- 2) may require the company to discharge the employee because they will not cover any vehicle that the specific employee is working in.

It is easy to see, therefore, that each employee should have a fairly clean driving record before being hired by SENIOR *Transportation*, and must keep that record clean through out the time that person is employed by SENIOR.

If you have had a minor issue or a point or two on your driver’s license, sometimes the Insurance

underwriters will accept a "Save Driving Course" as a make up for that bad mark. It doesn't hurt to try (and it can help your own, personal insurance costs).