

EMPLOYMENT APPLICATION

Please complete the entire application.

1. Employer Information

Cardinal Messenger, LLC
1449-C Miller Store Road
Virginia Beach, Virginia 23455

It is the policy of Cardinal Messenger, LLC to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

2. Applicant Information

Date of Application: _____

Applicant Full Name: _____

Home Address: _____

City/State/ZIP: _____

Number of years at this address: _____

Home Phone: _____

Mobile phone: _____

Cell Phone Provider: _____

Date of Birth: _____

Social Security Number: _____

Driver's License (State/Number): _____

3. Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name: _____

Relationship to you: _____

Address: _____

City/State/ZIP: _____

Daytime phone: _____ Evening phone: _____

4. Job Position Applied For: **Courier / Dispatch / Warehouse** **Circle One**

5. Salary Desired: \$ _____ per week

6. Have you applied to our company previously? _____ Yes _____ No
If yes, when? _____

7. What is the make, model, and year of the vehicle being used for daily deliveries?

Year _____ Make _____ Model _____

8. Desired Shift: Circle One

First Shift: 7AM - 3PM - Monday thru Friday or Wednesday thru Sunday

Second Shift: 2PM - 10PM - Monday thru Friday or Wednesday thru Sunday

Third Shift: 10PM - 6AM - Monday thru Friday or Wednesday thru Sunday

9. Are you able to travel Long distance? _____ Yes _____ No

10. If you are offered employment, when would you be available to begin work?

11. If hired, are you able to submit proof that you are legally eligible for
employment in the United States? _____ Yes _____ No

12. Are you able to perform the essential functions of the job position you seek with or
without reasonable accommodation? _____ Yes _____ No

What reasonable accommodation, if any, would you request?

13. Have you ever been convicted of a felony or misdemeanor?

_____ Yes, I was convicted of _____ on _____
(date) in _____ (city), _____ (state)

_____ No

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN
AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF
EMPLOYMENT.

3. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

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Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

4. Applicant's Education and Training

College/University Name and Address

Did you receive a degree? _____ Yes _____ No If yes, degree(s) received: _____

High School/GED Name and Address

Did you receive a degree? _____ Yes _____ No

Other Training (graduate, technical, vocational):

Please indicate any current professional licenses or certifications that you hold:

Awards, Honors, Special Achievements:

Military Service:

_____ Yes _____ No

Branch: _____

Specialized Training:

18. Please provide any other information that you believe should be considered, including whether you are bound by any agreements with any current employer:

CERTIFICATION

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 Cardinal Messenger, LLC 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 grades. 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 unless I am offered a specific written contract of employment signed on behalf of the organization by its Director, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or Cardinal Messenger, LLC 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, Cardinal Messenger, LLC will have the right. Moreover, no agent, representative, or employee of Cardinal Messenger, LLC, except in a specific written contract of employment signed on behalf of the organization by its Director, has the power to alter or vary the voluntary nature of the employment relationship.

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

APPLICANT SIGNATURE

DATE