



# D&D Executive Transportation

32639 Industrial Rd  
Garden City, MI 48135

**WORK HISTORY: PLEASE LIST YOUR EMPLOYERS FROM LAST 10 YEARS**

CURRENT/LAST EMPLOYER _____	JOB TITLE _____
DATES OF EMPLOYMENT: FROM _____ / _____ / _____	TO _____ / _____ / _____
EMPLOYER ADDRESS _____	
STREET ADDRESS (SUITE NO.) _____	CITY / STATE / ZIP _____
SUPERVISOR _____	TELEPHONE# _____
NAME & TITLE _____	
REASON FOR LEAVING _____	SALARY _____

PREVIOUS / EMPLOYER _____	JOB TITLE _____
DATES OF EMPLOYMENT: FROM _____ / _____ / _____	TO _____ / _____ / _____
EMPLOYER ADDRESS _____	
STREET ADDRESS (SUITE NO.) _____	CITY / STATE / ZIP _____
SUPERVISOR _____	TELEPHONE# _____
NAME & TITLE _____	
REASON FOR LEAVING _____	SALARY _____

PREVIOUS / EMPLOYER _____	JOB TITLE _____
DATES OF EMPLOYMENT: FROM _____ / _____ / _____	TO _____ / _____ / _____
EMPLOYER ADDRESS _____	
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REASON FOR LEAVING _____	SALARY _____

PREVIOUS / EMPLOYER _____	JOB TITLE _____
DATES OF EMPLOYMENT: FROM _____ / _____ / _____	TO _____ / _____ / _____
EMPLOYER ADDRESS _____	
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NAME & TITLE _____	
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## REFERENCES: PLEASE LIST TWO PROFESSIONAL AND ONE PERSONAL

_____	RELATIONSHIP _____	YEARS KNOWN _____
NAME / TITLE _____		
ADDRESS _____		
STREET ADDRESS (SUITE NO.) _____	CITY / STATE / ZIP _____	
DAYTIME PHONE _____	FAX _____	EMAIL _____

_____	RELATIONSHIP _____	YEARS KNOWN _____
NAME / TITLE _____		
ADDRESS _____		
STREET ADDRESS (SUITE NO.) _____	CITY / STATE / ZIP _____	
DAYTIME PHONE _____	FAX _____	EMAIL _____

_____	RELATIONSHIP _____	YEARS KNOWN _____
NAME / TITLE _____		
ADDRESS _____		
STREET ADDRESS (SUITE NO.) _____	CITY / STATE / ZIP _____	
DAYTIME PHONE _____	FAX _____	EMAIL _____

### **APTITUDE**

HOW MUCH IS A 20% GRATUITY ON \$55.00? \_\_\_\_\_ HOW MUCH IS A 5% SERVICE FEE ON \$65.00? \_\_\_\_\_

486×23= \_\_\_\_\_

228+17+113= \_\_\_\_\_

1296÷16= \_\_\_\_\_

### **PLEASE RATE ABILITIES BELOW ON A SCALE FROM 1 TO 10**

#### **COMPUTER SKILLS:**

MICROSOFT® APPLICATIONS: WORD \_\_\_\_\_ POWERPOINT \_\_\_\_\_ EXCEL \_\_\_\_\_ OUTLOOK \_\_\_\_\_

#### **OTHER SKILLS:**

CUSTOMER SERVICE \_\_\_\_\_ RESOURCEFULNESS \_\_\_\_\_ COMMON SENSE \_\_\_\_\_ PROMPTNESS \_\_\_\_\_

### **PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

I certify that the information contained in this application is correct to the best of my knowledge and any misrepresentation is grounds for dismissal.

This application authorizes D&D Executive Transportation to contact references, past and current employers, to conduct background checks, fingerprinting, obtain motor vehicle reports, driver's alcohol and controlled substances history; and safety performance history to be used only for purposes of for hiring decisions. I understand that there will be a probationary period of 90 days at the beginning of my employment and that I will have to complete a confidentiality agreement with respect to this position.

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