



# THE CROSSING TRAVEL MARKET, LP

## EMPLOYMENT APPLICATION

### 1. Instructions for Completion

#### Hiring Process

Thank you for your interest in The Crossing. Our commitment to excellence begins with hiring the most qualified candidate. We want to provide you with information about The Crossing, to help you make an informed decision to apply. Before you begin the formal application process, please read this statement of basic standards and requirements. If you feel that you can comply, we welcome your application. Please acknowledge your understanding by signing your name on the line provided below. After signing section 1, proceed to section 2.

#### Substance Abuse

The Crossing provides a substance free workplace. All candidates may undergo blood or urinalysis testing to determine any level of a controlled substance. A confirmed positive drug test will result in disqualification or termination.

#### Background Checks

The Crossing will conduct an extensive background check which may include verification with schools, employers, other persons, criminal courts, credit bureaus, and other state or federal authorities. Falsification of information or failure to provide information can result in disqualification, or termination if discovered after hiring.

#### Employment Interviews

Several interviews may be conducted with you in order to determine if you are the best candidate and to provide more detailed information regarding your work history and qualifications.

#### Paper and Pencil Surveys

One or more surveys may be administered to determine your attitude and aptitude in job-related areas.

#### Answers and Responses

When completing the application, please write clearly and legibly. Answer every question applicable to the job for which you are applying. A resume may be attached, but does not substitute for completion of all questions on the application. Any unanswered questions may be considered a reason for rejecting your application. We intend to fully verify all information on your application. Be complete and accurate in your responses. Falsification or omission will lead to termination.

#### Customer Satisfaction

All of The Crossing Associates commit to wait on and serve our customers to the best of your abilities and in a friendly courteous manner, regardless of where each job is performed.

What is most important above everything is ATTITUDE. A positive attitude is a very important aspect of being successful within our company.

I have read and understand the employee selection process utilized by The Crossing

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

### 2. Work Ethic and Work Standards

Are you willing to:

- \* Work nights and some holidays when the rest of the world is at home? \_\_\_\_\_
- \* Work in a dynamic, noisy, sometimes hot and hectic environment, and keep a smile on your face and a warm greeting for all? \_\_\_\_\_
- \* Provide outstanding service to the customer? \_\_\_\_\_

As you can see, we are looking for friendly, enthusiastic associates who really like helping people and working hard in a fast-paced, ever changing environment. If you are willing to accept this challenge, we will work just as hard as you.

Our philosophy has always been and will continue to be the "The Golden Rule"----Do unto others as you would have them do unto you.

Below are some of the working conditions at The Crossing. If you have any objections, please circle "No" and explain the nature of the objection. Note: An objection does not necessarily disqualify an applicant from consideration.

*Would you be willing to:*

- |   |     |    |
|---|-----|----|
| *** Work overtime when needed?  | Yes | No |
| *** Work holidays (including Christmas)?  | Yes | No |
| *** Work a schedule that changes from week to week?                             | Yes | No |
| *** Interrupt a break to help a customer?                                       | Yes | No |
| *** Be at work on time, every time?   | Yes | No |
| *** Report and remain drug and alcohol free?                                    | Yes | No |
| *** Be available for "last minute" schedule changes?                            | Yes | No |
| *** Work in an environment that may sometimes be hot or cold, hectic and noisy? | Yes | No |

**Rate yourself:**

Circle the numbers that best describe you. One is average, five is excellent.

- |               |   |   |   |   |   |
|---------------|---|---|---|---|---|
| Friendliness: | 1 | 2 | 3 | 4 | 5 |
| Helpfulness:  | 1 | 2 | 3 | 4 | 5 |
| Work Ethic:   | 1 | 2 | 3 | 4 | 5 |
| Honesty:      | 1 | 2 | 3 | 4 | 5 |
| Team Player:  | 1 | 2 | 3 | 4 | 5 |

Please explain any objections you may have to any of the conditions noted above, such as the desire for a part time schedule:

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

**Please Print Legibly**

Name: \_\_\_\_\_  
Last First Middle Maiden

Social Security No.: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_

Present Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Street Address  
or No. where you can be reached

\_\_\_\_\_  
City State Zip

If necessary, the best time to call you at home is: \_\_\_\_\_

May we contact you at work: \_\_\_\_Yes \_\_\_\_No

If yes, work number and best time to call: \_\_\_\_\_ Number \_\_\_\_\_ Time

Date available for work: \_\_\_\_\_

Are you legally authorized to work in the United States and have documentation verifying that authority? \_\_\_\_Yes \_\_\_\_No

Position applied for: \_\_\_\_\_ Second Preference: \_\_\_\_\_

Rate of pay expected: \_\_\_\_\_

Referral Source:  Employee  Walk-in  Other Explain: \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Temporary

Preferred shifts (check all that apply)  Early Morning  Day  Evening

Specify days and hours if part time or temporary: \_\_\_\_\_

Do you realize it may be necessary for you to work a schedule based on our staffing needs?  Yes  No

Is there any reason why you cannot work overtime, weekends, or holidays?  Yes  No

Ideal number of hours you prefer to work? \_\_\_\_\_ What is the maximum no. hours? \_\_\_\_\_ Minimum? \_\_\_\_\_

What is your ideal schedule? \_\_\_\_\_ to \_\_\_\_\_ Could you open?  Yes  No or Close?  Yes  No

Explain any conflicts or special requirements? \_\_\_\_\_

Are you related to anyone working here:  Yes  No To Whom: \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_

Name

Address

Phone

In case of emergency, notify: \_\_\_\_\_

Name

Address

Phone

Have you ever been employed at The Crossing?  Yes  No

Have you ever been convicted or charged with a felony or misdemeanor?  Yes  No

If yes, then please explain: \_\_\_\_\_

Education	Name & Location of School	No. of Years Completed	Graduate? If "no" why?	Grade Average	Field/Major
Elementary					
High School					
College/University					
Graduate School					
Business, Technical GED, Other					

List other experiences, qualifications, business skills, or technical training you may have received. (Include machines and speed)

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**Military Service Record and Reserve Status**

U.S. Armed Forces Record:  Air Force  Army  Marines  Navy  Coast Guard  None

Serial No.: \_\_\_\_\_ Rank \_\_\_\_\_ Induction Date \_\_\_\_\_ Discharge Date \_\_\_\_\_

Military Reserve:  Air Force  Army  Marines  Navy  Coast Guard

Air National Guard of U.S.  National Guard of U.S.  None

Status:  Active  Inactive  Standby  Retired

Skills Used or Special Training: \_\_\_\_\_

**Employment Record:** Start with the most recent employment and list all the jobs you have held. Additional information may be placed on a separate sheet of paper and attached.

From	To	Employer	Telephone (including area code)
Job Title		Address	
Immediate Supervisor and Title		Describe the nature of work performed and job responsibilities	
Reason for Leaving		Hourly Rate/Salary Start \$ _____ per _____ End \$ _____ per _____	
From	To	Employer	Telephone (including area code)
Job Title		Address	
Immediate Supervisor and Title		Describe the nature of work performed and job responsibilities	
Reason for Leaving		Hourly Rate/Salary Start \$ _____ per _____ End \$ _____ per _____	
From	To	Employer	Telephone (including area code)
Job Title		Address	
Immediate Supervisor and Title		Describe the nature of work performed and job responsibilities	
Reason for Leaving		Hourly Rate/Salary Start \$ _____ per _____ End \$ _____ per _____	

Comments (Explain any gaps in employment) \_\_\_\_\_

May we contact the employers listed above or on your resume? \_\_\_\_ Yes \_\_\_\_ No

If not, indicate which one(s) you do not wish us to contact: \_\_\_\_\_

References: List Personal References (other than relatives or former employers) who know your abilities.				
Name	Address	Phone	Occupation	Years Known

I certify that the facts in this application are true and correct to the best of my knowledge, and I understand that any misrepresentation of facts shall be cause for rejection of this application or termination of employment.

I hereby authorize The Crossing to conduct a work history and personal reference inquiry to determine my acceptability for employment.

I further agree to a pre-employment blood and/or urinalysis test for controlled substance if so requested, and if hired, to submit samples for such test whenever so requested by The Crossing. I also understand that during my first 90 days of employment, if I test positive for any illegal substance or alcohol, I will be terminated.

If employed, I understand the first 90 days of my employment will be considered an initial employment assessment and that employment may be terminated during this period by either employer and/or employee without prejudice; I understand that my employment is for an indefinite period of time; and that employment may be terminated at any time for any reason.

The Crossing follows the Civil Rights Act of 1964 which prohibits discrimination in employment practice because of race, color, religion, sex, national origin, or disability; PL 90-202 which prohibits discrimination because of age; section 504 of The Rehabilitation Act of 1973, as amended, and the Americans Disabilities Act which prohibits discrimination on the basis of disability.

I hereby represent and warrant that I have read and fully understand the foregoing, and seek employment under these conditions of my own free will and in accordance with my own judgement.

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

Applicant's Signature: \_\_\_\_\_