

JKS Limousines LLC Employment Application

Last Name			First	M.I.	JKS ___ IO ___
Street Address				Apartment/U	CDL ___ H/C ___
City		State		ZIP	Date Interviewed ___
Contact Numbers:			E-mail Address		
Date of Birth:		Social Security #:		DL#:	

**Need COPY of Social Security Card, Driver's License, MVR
And Chicago Chauffeur License**

CDL A H/C
 PASS B
 C

Date Available	Desired Salary
Position Applied for	
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?	
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain	

College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that acceptance of an offer of employment creates no obligation upon the applicant or the employer, to continue to employ me in the future.

Signature	Date
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REQUEST, AUTHORIZATION, CONSENT AND RELEASE FOR BACKGROUND INFORMATION

PLEASE TYPE OR PRINT

FAX # 800 838 4654
ATTN: CEZAR

I: _____
LAST NAME
FIRST NAME
MIDDLE NAME
(PLEASE INCLUDE Jr., Sr., II, III Etc.)

Understand that in conjunction with my application for employment, JKS Limousines LLC will use the services of an outside agency to research and verify the information I have provided on my application for employment including my personal background, character, professional standing, work history and qualifications. This agency will provide a report JKS Limousines LLC, JKS Limousines LLC uses Backgrounds Online, a consumer-reporting agency, as an agent to perform background verifications.

Backgrounds Online will utilize various sources of information it deems appropriate including but not limited to: credit reporting agencies, Workers Compensation records, Department of Motor Vehicle records, current and former employers, military records, education records, professional and personal references. I request, authorize and consent to the release and disclosure of any and all information including but not limited to the above to JKS Limousines LLC and Backgrounds Online.

I request, authorize and consent to the procurement of an Investigative Consumer Report and understand that it may contain information about my background, mode of living, character, personal characteristics and general reputation. This authorization in original or copy form shall be valid for one year from the date indicated next to my signature. According to the Fair Credit Reporting Act, I will be notified JKS Limousines LLC if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that if requested within 60 days, I will be given a full and accurate disclosure as to the nature and substance of all information provided to JKS Limousines LLC. I further understand that when requesting a copy of the report, proper identification will be required and I should direct my request to: Backgrounds Online, 1915 21st Street, Sacramento, CA 95811, phone: 800-838-4804. Backgrounds Online's website may be found at <http://www.backgroundsonline.com>

LAW ENFORCEMENT AGENCIES AND OTHER ENTITIES FOR POSITIVE IDENTIFICATION PURPOSES REQUIRE THE FOLLOWING INFORMATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSES. I HEREBY RELEASE JKS Limousines LLC, AND ITS AGENTS, BACKGROUNDS ONLINE AND ALL PERSONS, AGENCIES, AND ENTITIES PROVIDING INFORMATION OR REPORTS ABOUT ME FROM ANY AND ALL LIABILITY ARISING OUT OF THE REQUEST FOR OR RELEASE OF ANY OF THE ABOVE MENTIONED INFORMATION OR REPORTS.

Signed _____ Today's Date _____

Printed Name _____ Position Applied For _____

Social Security Number _____ Date of Birth ____/____/____ Driver's License Number _____ State _____

Other names you have used or are also known as: _____

PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS

Current Address:	Street	Apt.#	City	State	Zip Code	How long here?
Current Address:	Street	Apt.#	City	State	Zip Code	How long here?
Current Address:	Street	Apt.#	City	State	Zip Code	How long here?
Current Address:	Street	Apt.#	City	State	Zip Code	How long here?
Current Address:	Street	Apt.#	City	State	Zip Code	How long here?

May we contact your current employer? Yes No
 Would you like a copy of this report? Yes No



JKS LIMOUSINE LLC

Statement Regarding Plan Disclosures

12.21.2012

Individuals entitled to receive benefits under the **JKS Limousine LLC** Employee Benefits Plan 501 are also entitled to be furnished with certain documents required by ERISA. **JKS Limousine LLC** intends to provide the following documents (as described below) electronically to you by Company Intranet Paychex HRO, or e-mail:

- the Summary Plan Description (SPD);
- any required Summaries of Material Modifications (SMMs);
- the Summary Annual Report (SAR); and
- any documents required to be furnished under ERISA § 104(b)(4) on request by a participant or beneficiary under the Plan or made available under ERISA § 104(b)(2).

What You Must Do:

To receive documents, you must complete and return the following Consent to Receive **JKS Limousine LLC Employee Benefits Plan 501** Disclosures by Company Intranet, Paychex HRO, or e-mail.

You may withdraw this consent by notifying **Mary E Heraty, Director of Human Resources and Risk Compliance** by sending an e-mail message to mheraty@windycitylimos.com or via interoffice mail that indicates in the subject line:

Consent Withdrawn for Company Intranet, Paychex HRO, or e-mail and includes in the body your full name, address, and phone number. Provide us with an address to which paper documents should be sent.

Your Right to a Paper Copy:

You have a right to request and obtain a paper version of any document for no charge (additional or replacement copies 25¢ per copy). If paper version is available, you will receive immediately or a paper copy will be sent to you via interoffice mail. You should contact **Mary E Heraty, Director of Human Resources and Risk Compliance**, who acts on behalf of the plan administrator, at 847-916-9257 or mheraty@windycitylimos.com to request a paper copy.

Consent to Receive Plan Disclosures by Company Intranet, Paychex HRO, or E-mail: I have read and received the Statement Regarding **JKS Limousine LLC Employee Benefits Plan 501** Plan Disclosures, which is set out above.

I consent to receiving the type of documents described in the Statement by Company Intranet, Paychex HRO, or e-mail. I confirm that I have the ability to access information in the format that is described in the Statement. I understand that I will receive copies of the types of document described in the Statement *only* in the, Company Intranet Website, Paychex HRO, X:Drive/Employee Center/ERISA folder, or e-mail form described unless I exercise my right to affirmatively request a paper copy at no charge (additional or replacement copies 25¢ per copy) of such document. I understand that I can withdraw this consent at any time by sending an e-mail message to mheraty@windycitylimos.com or interoffice request to **Mary E Heraty, Director of Human Resources and Risk Compliance** that indicates in the subject line: **Please sign & Return to Mary today – Thank you!**

Consent Withdrawn for Electronic Disclosure and includes in the body my full name, address, and phone number.

Employee Signature / Print Name: _____ **Date:** _____

EMAIL address: _____

Please return to: Contact: Mary E Heraty
Employer: JKS Limousine LLC
Mailing or interoffice address: 9377 West Grand Avenue, Suite 200, Franklin Park, IL 60131
E-mail address of contact: mheraty@windycitylimos.com
TASC • 2302 International Lane • Madison, WI 53704-3140 • www.tasconline.com

The information in this communication is confidential and may only be used by the authorized recipient for its intended purpose. Any other use or disclosure is prohibited.

Pre-Employment Screen

Must be completed at time of Application

How would you handle a situation where the customer is upset?

Customer schedules a pickup for 1 passenger only going to the airport, after getting into the vehicle, the customer directs you to another address to pick up an additional passenger. What do you do?

If you were in downtown Chicago, what route would you use to get to O'Hare International Airport?

Alternative route if first choice has heavy traffic?

Dispatch calls and tells you there is a passenger waiting for you in the terminals at the airport. When you arrive to pick up the passenger, the passenger screams at you because it is cold outside and she has been waiting 15 minutes. How do you respond to her complaint? What else can you do to calm her down?

If you were at the Windy City office, what route would you take to get to the Palmer House Hilton in Chicago?