

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Date _____

Name (Last, First)		Social Security Number	
Address	City	State	Zip
email address	Cell Phone		Home Phone

EMPLOYMENT DESIRED

Position Applying For	Date Available to Start	Desired Salary
Are you currently employed?	If so, may we contact your employer?	

EMPLOYMENT HISTORY

Dates	Employer Name & Address	Position	Salary
		Supervisor	Phone #
Reason for Leaving			
Dates	Employer Name & Address	Position	Salary
		Supervisor	Phone #
Reason for Leaving			
Dates	Employer Name & Address	Position	Salary
		Supervisor	Phone #
Reason for Leaving			

EDUCATION

High School	Years Attended	Graduate?	Major
College	Years Attended	Graduate?	Major
Trade School	Years Attended	Graduate?	Major

Briefly Describe the Skills you have and/or your work experience that would Qualify you for the Position for which you are Applying

What Days/Hours are you available to work?

Have you ever been convicted of a crime? _____
If Yes, Please provide the details

EMERGENCY CONTACT INFORMATION

Name	Phone # (s)	Relationship
Name	Phone # (s)	Relationship

DISCLAIMER AND SIGNATURE

*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.*

Signature _____

Date _____

Equal Opportunity Employer Statement

AATC, Inc. an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above.

AATC, Inc.

Wheel Get You There!

Driver - Job Description

Accountability

The Van Driver has the responsibility of transporting clients / patients to and from appointments which may include but not limited to: dialysis, doctors/medical, airport, and social outings.

Qualifications

Education, job experience and skills necessary for the Van Driver Position:

- Must have clean driving record – no tickets or accidents
- Must Pass a Drug Screening
- Must be over 25 years of age (for insurance purposes)
- Be able to pass a level 2 background screening (fingerprinting FDLE & FBI – we are a fingerprinting location)
- Current CPR certification and First Aid Training
- Must be able to lift at least 50 pounds
- Must be able to push at least 100 pounds
- Knowledge of local streets/highways and a good sense of direction
- Knowledge of local hospitals/facilities/medical facilities/dialysis centers a +
- Strong communication and people skills
- Complete the PASS (Passenger Safety) Training
- Complete Defensive Driving
- Must ride a long for training and then display proficiency in operations/safety independently as observed by an experienced driver

Job Duties and Responsibilities

- Transport clients / patients to and from scheduled appointments in a safe and timely fashion.
- Fill-out paperwork and return to Office for invoicing purposes.
- Maintain cleanliness of van at all times.
- Bring vehicle for Oil Changes as needed and approved by office
- Work with staff for simple maintenance items ie: Wiper Blades, wiper fluid, light bulbs, fuses
- Report any vehicle maintenance issues that need to be addressed to Office