



PLEASE READ BEFORE COMPLETING APPLICATION

Have you have **ever** been convicted of a crime? __ Yes __ No ____ Initials. If yes, please see customer service.

Any criminal background is against Company Policy, and we are unable to proceed with your application.

Thank you for your interest in becoming a chauffeur with Unique Limousine. We welcome your application and look forward to establishing a working relationship with you.

We would like to take this opportunity to provide you with a brief overview of a chauffeur's duties and responsibilities, as well as, define the independent contractor agreement that we offer.

A chauffeur has to be very flexible with their time as this is not a nine to five type of work. In fact, there are no set hours. Each day offers a different schedule and opportunity for you to choose what you would like to do for that day. Those chauffeurs who are the most flexible and willing to take as many assignments as possible are kept busy, while those who choose to be more selective in their assignments may not have the volume of work that others may enjoy.

All chauffeurs are independent contractors. You call in to dispatch and advise them of your availability and they will tell you what trips are available for the times that you are available. You then choose which trip(s) you want and off you go. As we said previously, this is not always nine-to-five work. We have trip opportunities virtually around the clock, seven days a week.

During the weekdays, the majority of our work consists of driving clients to meetings and airports to reach their travel destinations. We drive to a wide variety of locations including New York City, Pittsburgh, Philadelphia, and Baltimore. We travel to most of the large airports in the Mid-East, such as Philadelphia International, BWI, Dulles and JFK. These trips may be in a Lincoln Town Car, a six passenger limousine, an eight passenger limousine, a 14-passenger van, and a 14-passenger stretch SUV. We also offer a variety of mini-buses and stretch SUV's that require a CDL.

Weekends are primarily devoted to weddings, dinners and nights out on the town. However, there are a significant number of airport trips as well.

As an independent contractor you will receive a gross amount check for the work that you do, Chauffeurs are paid a percentage of each trip that they do. The percentage varies with the type of vehicle driven for each trip. We have a wide assortment of vehicles with corresponding rates, so if you do two trips in a different vehicle, each trip you will receive a different percentage of the trip for each one. You are responsible for paying your own taxes to the IRS and the Pennsylvania Department of Revenue.

Since you are an independent contractor, you may have the opportunity to deduct specific items on your taxes. Consult a tax advisor to ensure you are in compliance with all local, state and federal laws.

We expect chauffeurs to project a professional appearance and conduct themselves in a manner above reproach. Common attire for chauffeurs includes a plain black suit, white dress shirt, conservative tie, black socks and black dress shoes. The customer is the number one priority and professional chauffeurs make every effort to see that the customer's every need is met and their trip is as comfortable and hassle-free as possible.

We offer support to every chauffeur, 24 hours a day, seven days a week, so there is always assistance available to you in the event of an emergency. We will provide training with a veteran chauffeur/safety director to insure you learn first-hand, the duties, responsibilities and required procedures expected in being a chauffeur with Unique Limousine.

If this type of work is appealing to you, please complete the application and related forms. We are a drug-free company, and we do conduct criminal history checks, as well as pre-employment and random drug tests in order to ensure that the best available people serve our clients.

We look forward to meeting you in a personal interview as soon as possible.

Agreement and Release Statement:

Read the following paragraphs in full before you sign this application, because your signature constitutes your agreement thereto in return for the consideration of your application.

I authorize Unique Limousine, Inc., hereinafter referred to as Unique Limousine, and any employees or agents thereof to make whatever inquiries it deems necessary of any person, educational institution or organization to verify any of the information given in my application for association as an independent contractor and to determine my qualifications and abilities. In filing this application, I declare that my answers are true, honest and correct. I understand that I will be dismissed if, after being accepted as an independent contractor, it is learned that any of my answers on this document, or any supplement thereto, or in any pre-association interview were false, misleading or incomplete.

I also authorize and request every school official, law enforcement official, governmental official, court official, and every other person, company, corporation, association, organization, institution, or entity having control of any document, record, or other information, including personal opinion or belief, pertaining to me or to my application for association as an independent contractor, to furnish the originals or copies of any documents, records, and other information to Unique Limousine or to any representative acting on its behalf, to inspect and make copies of any such documents, records or other information. I hereby release and hold harmless Unique Limousine and every aforementioned entity which shall comply with the foregoing authorization and request, from any and all liability of whatsoever nature and kind that might arise as a result of this background inquiry. I understand and agree that information obtained from the above sources will not be made available by Unique Limousine to me or to anyone representing me without express written consent of the third party source. I am willing that a copy of this document be accepted with the same authority as the original.

If I am accepted as an independent contractor, I agree to obey all rules, regulations and policies, either written or oral, of Unique Limousine. I further agree that if I am offered independent contractor status, I will be an independent contractor at-will and Unique Limousine may subsequently terminate my independent contractor relationship at any time at its discretion, with or without cause.

I understand that as part of the procedure for processing independent contractor applications, or at various times during any periods of independent contractor relationship with Unique Limousine, a consumer report and/or consumer investigative report may be made. I authorize Unique Limousine to make whatever inquiries it deems necessary in connection with this independent contractor application or in the course of review of my status. I authorize and instruct any person, organization, or consumer reporting agency to compile and furnish to Unique Limousine any information it may have or obtain in response to such consumer inquiries or investigative consumer inquiries (which may include information as to credit, general reputation, personal characteristics, and mode of living) and which may be obtained through personal interviews with neighbors, friends, or others with whom I am acquainted. I agree that the same shall remain Unique Limousine property whether or not independent contractor opportunity is extended. I understand I have the right to request that Unique Limousine completely and accurately disclose to me the nature and scope of any investigation requested and that such a request must be submitted to Unique Limousine in writing.

I authorize Unique Limousine to supply my independent contractor record, in whole or in part, and without disclosure to me, to any perspective employer, governmental agency, or other party, with an interest that is not illegal or improper.

I hereby acknowledge that I have read the above statement and understand the same.

Date: _____

Printed Name: _____

Signature: _____

***Independent Contractor Application is not considered completed in full unless it is read in its entirety and signed above. Without being completed in full, this application will not be processed for potential association.

UNIQUE LIMOUSINE

INDEPENDENT CONTRACTOR APPLICATION



APPLICANT INFORMATION

Last Name				First			M.I.	Date	
Street Address							Apartment/Unit #		
City				State			ZIP		
Phone				E-mail Address					
Date Available				Social Security No.				Desired Salary	
Position Applied for	Independent Contractor/Chauffeur								
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 with or for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Have you ever been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						

****Any Criminal background is against Company Policy, and we are unable to proceed with your application****

EDUCATION

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

REFERENCES

Please list three professional references.

Full Name				Relationship					
Company				Phone					
Address									
Full Name				Relationship					
Company				Phone					
Address									
Full Name				Relationship					
Company				Phone					
Address									

PREVIOUS EMPLOYMENT – MINIMUM 10 YEARS (PLEASE USE SEPARATE PIECE OF PAPER IF NECESSARY)

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 NO

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 NO

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 NO

MISCELLANEOUS

What did you like most/least about your previous positions?

What valuable qualities do you feel you could bring to our Company and Clients?

Why do *you* want to associate with our Company?

Do you have any limitations that preclude you from performing the essential functions of a Chauffeur? If so, please describe:

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	

If other than honorable, explain

DISCLAIMER AND SIGNATURE

"I certify that the facts contained in this questionnaire are true and complete to the best of my knowledge and understand that, if accepted as an independent contractor, falsified statements on this questionnaire shall be grounds for separation of the professional relationship. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment, or contractor status, and any pertinent information they may have personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if accepted as an independent contractor, my association is for no definite period and may, regardless of the date of payment for services rendered, be terminated at any time without any prior notice. I understand that passing a drug and alcohol screen, administered by a company of the company's choice, is a condition of association, I also understand that the company has a zero tolerance policy regarding drugs and alcohol, and that all independent contractors are subject to random drug and alcohol screening."

Signature _____ Date _____

DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR CHAUFFEUR POSITION PURPOSES

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for the chauffeur position and, if you are accepted, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, UNIQUE LIMOUSINE SERVICES, INC., (“the Company”) may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

For explanation purposes:

- A “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making any decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- An “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for chauffeur purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize the Company to obtain and rely upon consumer reports or investigative consumer reports in considering me for a chauffeur position and, if I am accepted, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in any decision about me.

I do _____ do not _____ authorize you to contact my current employer for Employment and Reference Verifications.

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or reference in the Employment/reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

Applicant Signature

Date

Interview Notes:

Interviewed by: _____ Date: _____ Accepted: _____

Position: _____ Salary: _____ Start date: _____

Driver History Provided: Y N

Driver's License Copied: Y N Passenger: Y N CDL: Y N