



APPLICATION FOR EMPLOYMENT

“RESERVATION AGENT”

Thank you for applying for a position with Robert Q Airbus Inc. Robert Q Airbus offers ground transportation service between London and Toronto and Detroit Airports and intercity service between London and Sarnia. We operate twenty-four hours a day, three hundred and sixty-five days a year.

Robert Q Airbus has a team of personable; service oriented **Reservation Agents** who work a variety of different shifts. To become a successful candidate, a potential applicant will possess customer service experience, excellent keyboarding skills, experience in a busy office environment, and superior oral and written communication skills.

Robert Q Airbus is an equal opportunity employer and gives consideration to all applications. We encourage applicants to fill out all areas of the attached application form and include a personal resume detailing how you would make an excellent asset to our already impressive team. Applications will be kept on file for a period of six months; once this period has elapsed applications are destroyed.

Thank you again for your interest in seeking employment with Robert Q Airbus.



APPLICATION FOR EMPLOYMENT

Please complete application in full even if including a resume

Position Applied for: _____

Name: _____

Present Address: _____

Permanent Address: _____
(If different than above)

Home Phone: _____

Education

Level	Name & Address	# Of Years	Diploma
High School			
College/University			
Trade School			
Other			

Past Work Experience (Most recent employment first)

1. Company Name and Address	From	To
Duties	Supervisor/Title	Phone
Reason for leaving	Position	Final Wage
2. Company Name and Address	From	To
Duties	Supervisor/Title	Phone
Reason for leaving	Position	Final Wage
3. Company Name and Address	From	To
Duties	Supervisor/Title	Phone
Reason for leaving	Position Held	Final Wage

General Information

Will you work shift work?	Yes	__	No	__
Do you want to work	Full Time	__	Part Time	__
Have you ever been refused a bond?	Yes	__	No	__
What are your hobbies/ interests?	_____			

Please indicate hours/days you would NOT be available to work

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Reservation Agent

Approximately 90% of a Reservation Agents workday involves communicating over the telephone and keyboarding. Keyboarding: _____wpm Phone System Experience: _____ Computer Program Knowledge: _____ Please list any special qualifications: _____ _____ _____

PLEASE READ CAREFULLY

I authorize investigation of all statements in this application and I hereby certify, that, to the best of my knowledge and belief, the answers given by me or consequential omission is cause for immediate dismissal. I have **not** answered any questions that may, in my opinion, infringe on my civil rights.

I understand that Robert Q has the right to verify all of the information listed above. I also understand that Robert Q may be required to collect, use and disclose my personal information in order to determine my experience, qualifications and eligibility for employment with the Company. By signing below, I agree and am providing express consent to Robert Q to collect, use and disclose my personal information for the above purpose.

Signature: _____

Date: _____