



EMPLOYEE WELCOME PACKET

Happy Hands and Feet Kidz Transportation, Inc

Safely Moving Students From Door To Door



SAFELY MOVING
PEOPLE FROM PLACE TO PLACE



(302) 897-2375



262 Chapman Rd #221
Newark, DE 19702





Office: (302) 897-2375



262 Chapman Rd #221 Newark, DE 19713

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PART ONE

WELCOME

Welcome to Happy Hands and Feet Kidz Transportation, LLC. We welcome you and wish you every success here. We believe that each employee contributes directly to HHAF Kidz Transportation's growth and success, and we hope you will take pride in being a member of our team.

We aim to provide you with all the necessary support to settle into your new role, and we encourage any feedback along the way. In your first few days, you will receive all of the onboarding documents prepared to get you started in the right direction and to familiarize you with the company. Should you have any questions or concerns, you are encouraged to reach out to a member of management.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome — we look forward to working together.

Welcome aboard,

Jessica Davis

Founder&CEO,HHAF Kidz Transportation



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Meet the Team

A few key people you'll get to know early on:

Jessica Davis

Founder & CEO

(302) 897-2375 • jessica@hhaftransportation.com

Eva Walker

Administrative Assistant

(302) 981-5910 • eva@hhaftransportation.com

Van Drivers and Van Aides report to Eva Walker, Administrative Assistant, for day-to-day questions and scheduling.



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About HHAFF Kidz Transportation

HHAFF Kidz Transportation specializes in door-to-door service to and from the student's home. We are a unique private service offering many types of transportation for children — to and from school, daycare, after-school activities, athletic events, or anywhere a child needs to be. With over 9 years in the business, we concentrate on providing dependable, personalized door-to-door transportation throughout the Delaware area.

Today's fast-paced life puts many students and families in the position of having to make tough choices — choices that can limit a student's ability to participate in extracurricular activities, and make it difficult for parents to reach school before closing or to leave work at inconvenient times. Students often have heavy schedules that leave parents wondering how they'll manage it all; it's impossible to be in two places at once.

Our service helps families maintain balance by providing safe, reliable transportation at a fair price, while helping protect kids from the dangers of walking to school alone or along busy streets. We strive to meet the needs of parents and become a valuable resource in their community, offering a variety of convenient transportation packages as well as single-trip service for occasional needs. No matter a child's transportation needs, HHAFF is here to help.

Our Mission

"To give every family in the Delaware area safe, dependable, and caring transportation for their children — so getting to school, daycare, and activities is one less thing to worry about. Safely moving people from place to place, every day."



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PART TWO

YOUR ROLE

Job Description — Van Driver

JOB TITLE	Van Driver
REPORTS TO	Eva Walker
SUPERVISES	Administration and Drivers
POSITION TYPE	Part-Time

Summary of Position

Happy Hands and Feet is dedicated to providing safe, reliable, and compassionate transportation services for students. We are seeking a conscientious and safety-focused Door-to-Door Student Van Driver to ensure the secure transportation of students directly from their homes to school and back. The ideal candidate will prioritize student safety at all times, follow designated routes, and adhere to strict safety protocols. The driver must maintain a professional and responsible attitude, with a clear commitment to student well-being and to fostering a welcoming environment. Use of cell phones during transportation hours is strictly prohibited to ensure full attention on student safety.

Primary Duties and Responsibilities

- Safely transport students from their homes directly to school and from school to their homes, following scheduled routes.
- Conduct pre- and post-trip vehicle inspections to ensure safety and cleanliness.
- Assist students with boarding and exiting the vehicle, ensuring all are safely seated.
- Follow all traffic laws, safety regulations, and company policies during transportation.
- Maintain a calm, patient, and friendly demeanor when interacting with students and parents.
- Keep accurate records of trips, student attendance, and any incidents.
- Report any vehicle maintenance issues or safety concerns promptly.
- Ensure that no cell phones or electronic devices are used while driving to maintain focus and safety.



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Position Requirements / Qualifications

- Valid driver's license with a cleandiving record.
- Prior experience in passenger transportation or driving children preferred.
- Excellent safety awareness and defensive driving skills.
- Strong organizational and time management skills.
- Ability to handle emergency situations calmly and effectively.
- Must pass background checks, drug screening, and safety training.

Work Environment

This role involves driving in residential areas and various weather conditions, requiring full attention and a safety-first mindset at all times.

This job description describes the general nature and responsibilities of the position. Duties are subject to change, modification, and addition as deemed necessary by the company. This job description does not constitute an employment contract.



I have read the above job description, understand its contents, and have had an opportunity to discuss it with HHAF Kidz Transportation, LLC. By signing below, I agree I understand what is expected of me and can comply with all requirements of this position.

Applicant Name (Print)



Applicant Signature

____/____/____
Date



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YOUR ROLE

Job Description — Van Aide

JOB TITLE	Van Aide
REPORTS TO	Eva Walker
SUPERVISES	Administration and Drivers
POSITION TYPE	Part-Time

Summary of Position

Happy Hands and Feet is dedicated to providing safe, reliable, and compassionate transportation services for students. We are seeking a dedicated Student Transportation Aide to assist with the safe transport of students to and from school and related activities. The ideal candidate will be committed to ensuring a positive experience for students, maintaining safety standards, and fostering a welcoming environment. Use of cell phones during transportation hours is strictly prohibited to ensure full attention on student safety.

Primary Duties and Responsibilities

- Assist with the safe loading and unloading of students from transportation vehicles.
- Ensure student safety and well-being during transit.
- Follow all safety protocols and traffic regulations.
- Maintain a clean and organized vehicle environment.
- Communicate effectively with students, parents, and staff as needed.
- Support the driver in maintaining discipline and order on the vehicle.
- Report any safety concerns or incidents immediately to the supervisor.
- Adhere to all policies set by Happy Hands and Feet, including a strict no cell phone policy during work hours.



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Position Requirements / Qualifications

- High school diploma or equivalent.
- Valid driver's license preferred but not mandatory.
- Prior experience working with children or in transportation is a plus.
- Strong communication and interpersonal skills.
- Ability to remain alert and attentive throughout the transportation route.
- Commitment to safety and professionalism.

Additional Requirements

- Must pass a background check and any required training.
- Ability to work flexible hours, including mornings and afternoons.

This job description describes the general nature and responsibilities of the position. Duties are subject to change, modification, and addition as deemed necessary by the company. This job description does not constitute an employment contract.

I have read the above job description, understand its contents, and have had an opportunity to discuss it with HHAF Kidz Transportation, LLC. By signing below, I agree I understand what is expected of me and can comply with all requirements of this position.

Applicant Name (Print)



Applicant Signature

____/____/____
Date



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PART THREE

POLICIES YOU SHOULD KNOW

The pages below cover the core policies every HHAF team member agrees to when they join us. Please read each one, and sign where indicated.

Confidentiality Agreement

This Confidentiality Agreement (the "Agreement") is entered into as of _____ [Date], by and between Happy Hands and Feet Kidz Transportation, LLC (the "Company"), and _____ (the "Employee").

- 1. Purpose:** The Employee shall be engaged in the capacity of _____ for children's transportation services at HHAF Kidz Transportation, LLC. In the course of performing their duties, the Employee may have access to and be entrusted with confidential and proprietary information belonging to the Company.
- 2. Definition of Confidential Information:** For the purposes of this Agreement, "Confidential Information" means any and all non-public information, including but not limited to business plans, financial information, customer lists, pricing strategies, marketing plans, operational procedures, and any other information related to the company's business that is not generally known to the public.
- 3. Non-Disclosure and Non-Use:** The Employee agrees that they shall not, during or after the term of their employment with the Company, disclose or use for their own benefit or for the benefit of any other person or entity, any confidential information without the prior written consent of the Company. The Employee further agrees to take all reasonable steps to safeguard the confidential information and to prevent its unauthorized disclosure or use.
- 4. Return of Materials:** Upon termination of employment, the Employee shall promptly return to the Company all documents, records, and other materials containing or relating to the Confidential Information, and shall not retain any copies, extracts, or other reproductions thereof.
- 5. Remedies:** The Employee acknowledges that any unauthorized disclosure or use of the confidential information could cause irreparable harm to the Company for which monetary damages may be inadequate.
- 6. Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of Delaware, without giving effect to any choice of law or conflict of law provisions.
- 7. Entire Agreement:** This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, whether oral or written.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Happy Hands and Feet Kidz Transportation, LLC

By (Company Representative)

_____/_____/_____
Date

Applicant Name (Print)



Applicant Signature

_____/_____/_____
Date



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Harassment Policy

HHAF Kidz Transportation has a long-standing policy of offering fair and equal employment opportunity to every person regardless of age, race, color, creed, religion, handicap, disability, marital status, sex, sexual orientation and/or gender identity, national origin, ancestry, citizenship, arrest record, conviction record, membership in the National Guard, Delaware state defense forces or any other reserve component of the military forces of the United States, or use or nonuse of lawful products off Company premises during nonworking hours, as required by law. HHAF Kidz Transportation seeks to provide a work environment that is free from intimidation and harassment based on any of these characteristics, and specifically prohibits such intimidation and harassment.

Intimidation and harassment can arise from a broad range of physical or verbal behavior (by an employee or by non-employees, such as clients or outside contractors), which may include, but is not limited to, the following:

- Physical or mental abuse.
- Racial, ethnic, or religious insults or slurs.
- Unwelcome sexual advances or touching.
- Sexual comments, jokes, stories, or innuendoes.
- Requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion, compensation, or termination.
- Display of sexually explicit or otherwise offensive posters, calendars, or materials.
- Unwelcome personal comments, gestures, or repeated unwanted requests after an employee has stated they are not interested.

These activities are offensive and inappropriate in the workplace. This is a serious issue not just for HHAF Kidz Transportation, but for each individual — an employee or supervisor may be held individually liable as a harasser and subject to the same penalties imposed upon employers under state or federal law.

Harassment or similar unacceptable activity that could become a condition of employment or a basis for personnel decisions, or that creates a hostile, intimidating, or offensive environment, is specifically prohibited. Any employee who engages in such harassment, or who retaliates against another employee for reporting harassment or participating in an investigation, is subject to immediate discipline, up to and including discharge.



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It is the responsibility of management, supervisors, and all employees to ensure that these prohibited activities do not occur. Any employee (or other person performing services for us) who believes they have been subject to prohibited harassment or retaliation should report the matter immediately to a Partner or the Director of Human Resources. Reports will be investigated promptly and kept confidential within the bounds of the investigation and the law.



I ACKNOWLEDGE that I have received a copy of HHAF Kidz Transportation's Harassment Policy. I have reviewed this policy and understand that any violation of it would subject me to disciplinary action, up to and including immediate termination of employment.

Applicant Name (Print)



Applicant Signature

____/____/____
Date



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Drug & Alcohol Policy

POLICY STATEMENT

The purpose of this policy is to ensure public safety and to maintain a safe and productive work environment for all employees by preventing accidents or other dangerous incidents that may result from drug or alcohol use. This policy pertains to all employees of HHAFF Kidz Transportation who have cause to be on company vehicles and other properties. The possession, use, or sale of alcohol on company premises during work hours is strictly prohibited. Further, the possession, use, or sale of illegal drugs is prohibited at any time.

Employees are prohibited from reporting to work under the influence of alcohol or drugs. An employee taking a prescription drug is required to present a statement from the prescribing physician confirming the prescription will not impair work performance. HHAFF Kidz Transportation will require drug testing of applicants for safety-sensitive positions; any applicant who refuses to submit to testing will no longer be considered eligible for employment. HHAFF Kidz Transportation Will Likewise require drug testing of employees who hold safety-sensitive positions; any employee who refuses will no longer be considered eligible for employment.

Drug testing shall be conducted in accordance with DOT/USCG rules and regulations. Individuals will be tested for the presence of controlled substances (marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), and alcohol), and will be subject to pre-employment, reasonable-cause, periodic, random, and post-accident drug testing. Individuals must test negative for the presence of controlled substances.

In the interest of employee safety and health, HHAFF Kidz Transportation reserves the right to inspect and search, at random and unannounced times, all packages, boxes, clothing, or personal belongings carried on or off company property.

DISCIPLINE

Employees found in violation of this policy — by directly possessing or using alcohol or drugs, through a verified positive drug test, or by court conviction — will be subject to immediate discharge from employment. Any employee who fails to cooperate with this policy, including refusal to test, failure to provide a specimen within a reasonable time, failure to report for a scheduled test, or adulteration of a specimen, will be subject to disciplinary action, which may include immediate termination.



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HHAF Kidz Transportation strictly prohibits the use, possession, and/or sale of illegal drugs, drug paraphernalia, or unsanctioned alcohol aboard company vehicles or property, and will cooperate fully with public authorities in the prosecution of any violation.

Information concerning drug and/or alcohol test results and policy violations will be treated as confidential and released only to management representatives who have a need to know, or to the Coast Guard or other federal and state agencies where required by law. Test results or documentation of random testing will be provided to the employee, or their designated representative, upon written request.



I hereby certify that I have received, reviewed, and understand the Drug and Alcohol Policy.

Applicant Name (Print)



Applicant Signature

____/____/____
Date



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Dress Code Policy

Proper Attire

- Dressslacks, corduroys, khakis, or Capri dress pants (no cargo pants/Capris).
- Business casual tops, button shirts, sleeveless blouses, sweaters, turtlenecks, Company-issued polo shirts, or other similar business-appropriate shirts (no visible cleavage).
- Footwear: dress or business casual boots, shoes, sandals, or peep-toe pumps (no heels greater than three (3) inches in height).
- Only Company-issued headwear.
- Ties or scarves.
- Skirts and dresses at or below the knee and within two (2) inches from the floor.

Inappropriate Attire

- Jeans, sweatpants, wind pants, spandex, shorts, yoga pants, sleepwear, jogging/velour suits, or similar (leggings are allowed under skirts and dresses only — see dress length above).
- Denim jackets.
- Footwear: Velcro sandals, flip-flops with a one (1) inch heel or less, slippers, sweater-knit or slip-on shoes/boots, or similar.
- Clothing that does not fit correctly (too tight, too loose, or exposes cleavage).
- Clothing that is faded, stained, discolored, torn, patched, or frayed.
- Clothing displaying any graphic art.
- See-through or mesh clothing or undergarments, unless fully covered.
- Sweatshirts, halter, midriff, strapless, tank, or open-back tops.
- Billed hats with or without logos (unless Company-issued).
- Mini skirts.

I have read the above dress code policy, understand its contents, and have had an opportunity to discuss it with Happy Hands & Feet Kidz Transportation. By signing below, I agree I understand what is expected of me and can comply with all requirements.

Applicant Name (Print)



Applicant Signature

____/____/____
Date



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Fuel Card Policy

Drivers authorized to fuel HHAF company vehicles will be issued a fuel card. This document outlines the policies and procedures regarding use of your issued HHAF fuel card; your signature below indicates you agree to and understand the responsibilities that come with receiving your fuel card.

HHAF Driver Acceptance of Responsibility Statement

- I understand that I have been issued a fuel card authorizing me to fuel HHAF company vehicles only.
- I understand that the fuel card is NOT to be used for personal vehicles or non-business purposes. Using the fuel card for any purpose other than HHAF company use will be considered theft of HHAF company property.
- I understand the fuel card is issued to me (Driver) and that I am responsible for all transactions made with it. I will not share my fuel card with anyone else. If my card is lost or stolen, I will immediately notify the Director of Operations.
- I understand fueling is limited to regular unleaded fuel only.
- I understand that each time I use the fuel card, I am required to completely fill the fuel tank and enter an accurate odometer reading, so HHAF can track miles per gallon (MPG), cost per mile, and required maintenance intervals.
- I understand that failure to adhere to HHAF policies and procedures may result in disciplinary action, up to and including dismissal from HHAF.

Evidenced by my signature below, I understand and agree to the above terms of this statement.

Print Name

Card #

Driver Signature

Date

Management Signature

Date



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Vehicle Safety & Maintenance Policy

The purpose of this policy is to ensure the safety, reliability, and proper functioning of all student van vehicles through regular maintenance, inspections, and responsible usage.

1. Vehicle Inspection and Pre-Trip Checks

All drivers must perform a pre-trip inspection before each use, including checking:

- Tire pressure and tread
- Fluid levels (oil, coolant, windshield washer fluid)
- Brake function
- Lights and signals
- Mirrors and windows
- Seat belts and safety equipment
- Vehicle exterior for damage or leaks

Any issues identified during pre-trip checks must be reported immediately to the designated maintenance personnel or supervisor.

2. Scheduled Maintenance

Vans must undergo regular maintenance per manufacturer recommendations and local regulations, including oil and filter changes, brake inspections and repairs, tire rotations and replacements, fluid top-offs, battery checks, and inspection of belts, hoses, and other critical components. The organization will maintain a maintenance schedule and keep records of all service and repairs performed.

3. Reporting and Addressing Vehicle Issues

Drivers are responsible for reporting any mechanical problems or safety concerns immediately. Any vehicle found to be unsafe or in need of repair must be taken out of service until properly repaired and inspected. Repairs should be performed by qualified personnel or authorized service providers.

4. Vehicle Cleanliness and Upkeep

Drivers must keep the van clean and free of debris after each use. Regular cleaning schedules will be established to maintain hygiene and vehicle appearance.



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5. Use of Vehicles

Vans should be used solely for approved purposes and routes. Unauthorized modifications or repairs are prohibited. Drivers must ensure the vehicle is parked securely and the key is removed when not in use.

6. Documentation and Record Keeping

All maintenance, inspections, repairs, and issues must be documented accurately. Records should be stored securely and made available for review upon request.

7. Compliance

This policy complies with all local, state, and federal regulations regarding vehicle safety and maintenance. Failure to adhere to this policy may result in disciplinary action, including revocation of driving privileges.

Print Name

Signature

Management Signature

Date



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PART FOUR

PAYROLL & REQUIRED FORMS

Direct Deposit Authorization

Employee Name: _____ Social Security # _____

Name of Financial Institution: _____ ☐ Checking ☐ Savings

Routing # _____ Account # _____

Receive Earnings Statement via Email? ☐ Yes ☐ No Email Address: _____

Type of Authorization: ☐ Initiate Direct Deposit ☐ Change Existing Account ☐ Cancel Direct Deposit

If you select a checking account, please attach a voided check to this form. If you select a savings account, please attach a deposit slip.

Authorization Agreement: I hereby authorize HHAF Kidz Transportation, LLC to deposit my paycheck each payday directly into the account named above. This authority will remain in force until I have given written notice that I am terminating it. I authorize my bank and HHAF Kidz Transportation, LLC to make the appropriate adjustment(s).

Applicant Name (Print)



Applicant Signature

____/____/____
Date



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EMERGENCY CONTACT

Please keep this information current — update it any time your emergency contact details change.



PRIMARY EMERGENCY CONTACT

Name: _____ Relationship: _____

Home number: _____ Cell phone: _____



SECONDARY EMERGENCY CONTACT

Name: _____ Relationship: _____

Home number: _____ Cell phone: _____

HEALTH INFORMATION

(optional)

Known Allergies _____

Physician Name/Phone _____

Applicant Name (Print)



Applicant Signature

Date



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COVERING THE
DELAWARE
AREA



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GOVERNMENT-REQUIRED FORMS

Two federal forms are required for every new hire. To protect their legal validity, these are kept as the official, unaltered government forms rather than being redesigned to match this packet — you'll find them attached separately.

Form W4 - Federal Income Tax to Withhold

A Form W-4 is completed by employees to help their employer determine the correct amount of federal income tax to withhold from each paycheck.

Form I-9 — Employment Eligibility Verification

Completed by every employee no later than their first day, with Section 2 completed by HHAF within 3 business days of the start date. The official USCIS form is included as a separate attachment to this packet.

Please click each title and download the required forms and return them back with this packet



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PART FIVE

NEW HIRE CHECKLIST

Full Name: _____ Start Date: _____

Location: _____

Pre-Employment Forms

- | | |
|--|--|
| ☐ Application for Employment | ☐ Copy of Driver's License |
| ☐ Resume | ☐ Offer of Employment — Sent |
| ☐ Employee Reference Check(s) | ☐ Offer of Employment — Signed & Returned |
| ☐ Background Check | ☐ Personal File Created |
| | ☐ Child Abuse Clearance |

New Hire Forms

- | | |
|--|---|
| ☐ New Hire Checklist | ☐ Harassment Policy |
| ☐ Welcome & Introduction | ☐ Form I-9 (incl. photocopies of documents reviewed) |
| ☐ Direct Deposit Authorization Form | ☐ Form W-4 |
| ☐ Dress Code Policy | ☐ Signed Job Description |
| ☐ Drug & Alcohol Policy | ☐ Employee Handbook — Received & Signed |
| ☐ Employee Emergency Contact | ☐ Welcome Letter |
| ☐ Contact Info / Organization Chart | ☐ Confidentiality Agreement |



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Additional Items

- | | |
|--|--|
| ☐ Keys Received | ☐ Phone Received |
| ☐ Uniform Received | ☐ Gas (Fuel) Card Received |
| ☐ Employee Photo Taken | ☐ Payroll System — Set Up & Training |
| ☐ I.D. Badge Received | ☐ Emails and Passcodes |
| ☐ Safety Policy & Guidelines Received | ☐ Parking Pass Received |
| ☐ Supervisor Notified | ☐ Employee Email & Login Info |
| ☐ Orientation Schedule | ☐ Welcome Swag Bag (HHAF Pen, Notebook) |



Management Signature

____/____/____
Date



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Frequently Asked Questions

Q: Who do I contact with questions about my role?

A: Reach out to Eva Walker, Administrative Assistant, or another member of management — see Meet the Team on page 3.

Q: Can I use my personal phone while transporting students?

A: No. Cell phone and electronic device use is strictly prohibited during transportation hours, so full attention stays on student safety.

Q: What do I do if I notice a problem with my van?

A: Report any mechanical issue or safety concern immediately to your supervisor or maintenance personnel. A vehicle found to be unsafe must be taken out of service until it's repaired and inspected.

Q: What happens if I lose my fuel card?

A: Notify the Director of Operations immediately. The fuel card is issued to you personally and is for HHAFF vehicles only — never for personal use.

Q: Will I be drug tested?

A: Yes. HHAFF requires drug testing for safety-sensitive positions, including pre-employment, random, reasonable-cause, and post-accident testing under DOT/USCG rules.

Q: What's the dress code?

A: Business casual — see the Dress Code Policy in Part Three for the full list of what's expected and what to avoid.

Q: Who do I report a harassment concern to?

A: Report it immediately to a Partner or the Director of Human Resources. Reports are investigated promptly and kept confidential within the bounds of the investigation and the law.



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APPENDIX A

EMPLOYMENT APPLICATION

Included for reference as part of HHAF's onboarding file set — completed at the application stage, prior to hire.

Full Name: _____ Date: _____

Address: _____ Phone Number: _____

Email: _____ Date of Birth: ____/____/____

Position(s) Applying For: ☐ Full time ☐ Part time ☐ Temporary Available Start Date: ____/____/____

Desired Location: _____ Desired Salary: _____

Are you under the age of 18? ☐ Yes ☐ No If yes, Date of Birth: _____

Have you ever worked for HHAF? ☐ Yes ☐ No If yes, what dates?: _____

Have you been convicted of a crime? ☐ Yes ☐ No If yes, please explain: _____

Driver's License #: _____ State of Issue: _____



EDUCATION

High School Name & Address: _____ Completed: ☐ Yes ☐ No

College/Trade School Name & Address: _____ Completed: ☐ Yes ☐ No

Major / Degree: _____

College/Trade School Name & Address: _____ Completed: ☐ Yes ☐ No

Major / Degree: _____



SAFELY MOVING
PEOPLE FROM PLACE TO PLACE



(302) 897-2375



262 Chapman Rd #221
Newark, DE 19702



COVERING THE
DELAWARE
AREA



Office: (302) 897-2375



262 Chapman Rd #221 Newark, DE 19702



PREVIOUS EMPLOYMENT

Employer Name: _____ Start Date: _____

Supervisor Name: _____ End Date: _____

Complete Address: _____ Starting Salary: _____

Job Title: _____ Ending Salary: _____

Phone Number: _____ Reason for Leaving: _____

May we contact this employer? ☐ Yes ☐ No



PREVIOUS EMPLOYMENT

Employer Name: _____ Start Date: _____

Supervisor Name: _____ End Date: _____

Complete Address: _____ Starting Salary: _____

Job Title: _____ Ending Salary: _____

Phone Number: _____ Reason for Leaving: _____

May we contact this employer? ☐ Yes ☐ No



PREVIOUS EMPLOYMENT

Employer Name: _____ Start Date: _____

Supervisor Name: _____ End Date: _____

Complete Address: _____ Starting Salary: _____

Job Title: _____ Ending Salary: _____

Phone Number: _____ Reason for Leaving: _____

May we contact this employer? ☐ Yes ☐ No



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REFERENCES

Please list at least three references, other than relatives and previous employers, whom you have known for at least one year.

Reference 1	Reference 2
Name: _____	Name: _____
Position: _____	Position: _____
Company: _____	Company: _____
Phone: _____	Phone: _____

Reference 3	Reference 4
Name: _____	Name: _____
Position: _____	Position: _____
Company: _____	Company: _____
Phone: _____	Phone: _____

Signature and Authorization

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.

In addition, I authorize HHAF Kidz Transportation, LLC to conduct, but not limited to, a criminal background check and motor vehicle check utilizing their designated third-party vendors. I further understand that any offer of employment may be contingent upon satisfactory completion of a physical examination (which may include a drug screen), background checks (including work and personal references and criminal history), and a credit check.

Applicant Name (Print)



Applicant Signature

____/____/____
Date

HHAF Kidz Transportation, LLC is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. Your opportunity for employment with HHAF Kidz Transportation, LLC depends solely on your qualifications.



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