

# Green Tortoise Adventure Travel

An Equal Opportunity Employer

494 Broadway, San Francisco, CA 94133

United States: 1-800-TORTOISE SF Bay Area and Worldwide: 415-956-7500

Email: tortoise@greentortoise.com

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## Important! Please read!

The following application should be read through thoroughly and filled out completely, as much of the information is required by federal law. Some questions which don't seem pertinent to driving will help us understand you better and evaluate some non-driving skills which are essential to the job. **You must fill in all fields not marked "(Optional)". Incomplete applications will not be considered.**

Your application must be accompanied by a current (less than three months old) copy of your driving record (an updated original will be required if you are hired), a clear photocopy of your drivers license, and of your medical card (if you already have one) or your application will slip to the bottom of the stack.

Most hiring is done from San Francisco. We also have a shop and office in Lowell, Oregon (near Eugene), and an agent in Seattle, WA. Following receipt of your application, we may ask you to contact someone at one of those locations.

**After you apply:** In order to be considered for a training run, you must have either a valid Class A or B Commercial Drivers License, or a CDL learners permit. This will entail getting a DOT physical examination, usually available from an occupational health center for \$40 or so. Some walk-in clinics will do it for less if you go to the DMV and get the proper blank form. You then have to take your ID to the DMV, give them about \$75, and pass the Class B, Air Brake Endorsement, and Passenger Endorsement written tests. That will get you a learner's permit that is good for one year. Before you are hired, we are required by law to send you for a urine drug screen, and you will be tested on a random basis after that for as long as you are employed driving. As of January 1st, 1996, the same is true for alcohol.

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## Driver Application Form

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Name: \_\_\_\_\_ Application Date: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security# \_\_\_\_\_  
Due to insurance regulations, we cannot hire drivers younger than 25 or older than 60 years of age.)  
Are you a U.S. Citizen? \_\_\_\_Yes \_\_\_\_No

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Federal Law requires that you give us residential addresses for the past 3 years, if different from current address.

Previous Address #1: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Address #2: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Address #3: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please answer all the questions listed below. If more space is needed, please attach another sheet of paper.

### Employment History

Are you presently employed? \_\_\_Yes \_\_\_No (If 'Yes', Position: \_\_\_\_\_)

Name of Employer/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Former Employers: Starting with the most recent, list all your employers for the last three years, or your last four employers, whichever is more.

Dates Worked	Name and Address of Employer	Contact Person/ Phone	Position Held	Reason For Leaving
1.				
2.				

3.				
4.				
5.				

1. Is there any reason we cannot or should not contact any of your former employers?
  
2. How did you find out about the Green Tortoise?
  
3. Have you ever ridden on the Green Tortoise, and if so on which trip?
  
4. How did you find out that jobs were available? *(Optional)*
  
5. Describe why you want to work for the Green Tortoise.

### Driving History

6. Driver's License# \_\_\_\_\_ State: \_\_\_\_ Expiration: \_\_\_\_\_  
 License Class: \_\_\_\_\_ Restrictions: \_\_\_\_\_ Endorsements: \_\_\_\_\_  
 Do you hold more than one license? \_\_\_\_\_  
 (If yes, please fill in the following: Date of Expiration: \_\_\_\_\_ Class : \_\_\_\_\_)

**Note:** Federal Law prohibits drivers of commercial vehicles from holding multiple licenses. If you give us other license numbers when applying, we will not hold it against you, but we insist you surrender any multiple licenses as a condition of employment. We contract with a very effective vehicle operators search company which screens every applicant who is hired or selected for training.

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**Important:** Applications will not be considered unless accompanied by a recent printout of your driving record. Applicants convicted of Driving Under the Influence, or Reckless Driving, will not be considered.

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7. Do you hold a current DOT Medical Certificate? \_\_\_\_\_

Expiration: \_\_\_\_\_

8. What vehicles have you driven? List bus manufacturer and model numbers, if you know them, or describe the vehicles as best you can. (Gas or Diesel? Auto or Standard? Number of Speeds?)

9. Truck Drivers: Describe the equipment and length of runs. Were you the owner/operator? 1st or 2nd seat?

What are your reasons for leaving trucking? *(Optional)*

10. Describe your Mechanical Abilities. Do you own a vehicle? If so, do you work on your own vehicle?

Do you have any mechanical experience outside of working on your own vehicle? Do you own any tools? *(Optional)*

Have you worked on Diesel engines or heavy equipment? *(Optional)*

## Personal History

11. Please give a brief description of your education background. Include High School, College, University, and Trade School. Which subjects did you study? Did you graduate, and if so, when?

12. What interesting experiences have you had? (travel, adventures, organizations or groups that you belong to, etc.)

13. What are your special interests and hobbies?

14. Do you play a musical instrument? If so, which? *(Optional)*

15. What types of music do you like? What was the last concert you attended, and others you've enjoyed? *(Optional)*

16. Can you cook? \_\_\_Yes \_\_\_No Are you a vegetarian? \_\_\_Yes \_\_\_No  
If you were having 30 people over for dinner, what would you prepare? *(Optional)*

17. Do you speak any foreign languages? Which? Do you read and write in this language?  
(Optional)

18. Describe your abilities and experience in communicating and working with a group of people.

19. Have you had any leadership experience? If so, describe your experience and skills.

20. Date you could commence work if hired: \_\_\_\_\_

21. Any comments you would like to add: (Optional)

### Personal References

Please list three personal references.

Name	Phone #	Relationship and Years Known

### Health Information

Do you have any physical disabilities that preclude your performing any work for which you are being considered? \_\_\_Yes \_\_\_No

If yes, please describe:

In Case of Emergency, Please Notify:

Name : \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone#: Home ( \_\_\_\_\_ ) Work ( \_\_\_\_\_ )

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**To Be Read and Signed by Applicant:**

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

I authorize inquiry into statements made and references listed in this application to give you information concerning my previous employment and other pertinent records.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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Thank you for considering the possibility of employment with Green Tortoise. Please review your completed application and any attachments, being sure to provide all necessary documents and information.

Return the application to: **Green Tortoise, 494 Broadway, San Francisco, CA 94133**

Follow this up with a telephone call when you think we should have received your application.

Our office hours are 8 a.m. to 8 p.m., 8 days a week (Pacific Time). (415) 956-7500