

EMPLOYMENT APPLICATION

Thank you for your interest in employment with Garber | FCm Travel Solutions.
Please complete this application in full, even if you are submitting a resume.

*To ensure that your personal information remains secure, do not transmit this application via e-mail.
Please bring the completed application with you to your interview.*



PERSONAL INFO

Full Name:	Social Security #: - -	Today's Date:
Street Address:	Apt. #:	Home Telephone: () -
City: State: Zip Code:		Business Telephone: () -
Permanent Address (if different from above): City: State: Zip Code: -		
Position Applying For: <input type="checkbox"/> Corporate Travel Agent <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Full-time (40 Hours) <input type="checkbox"/> Part-time (# of hours) <input type="checkbox"/> Temporary Desired Rate of Pay: <input type="checkbox"/> Weekly <input type="checkbox"/> Per Hour <input type="checkbox"/> Per Year	Date Available to Start: How were you referred to us? <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Agency <input type="checkbox"/> Employee Referral <input type="checkbox"/> Website <input type="checkbox"/> Other:
If your position requires travel, do you possess a valid driver's license and a safe driving record? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been convicted of a felony in the last 7 years? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other (please explain) (Answering "Yes" does not automatically disqualify you as a candidate. If your conviction records have been sealed by the Commissioner of Probation, you may answer "No Record" in the Other box.)

EDUCATION

Level	Name & Location	# of Years Attended	Courses of Study	Did You Graduate?	Degree Obtained
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Travel School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

SKILLS

Please list any foreign languages you speak:

On which computerized reservations systems are you proficient? SABRE | APOLLO | OTHER please explain

Years of Corporate Agent Experience:	Do you use the GDS to book cars & hotels? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Please list other skills or training you possess: (i.e. programming, word processing, spreadsheets, data entry, etc.)

EMPLOYMENT HISTORY

PLEASE COMPLETE THIS SECTION IN FULL

List your present and previous work experience, including any verifiable work performed on a volunteer basis.

Company Name & Address:	Your Title:			
	Major Duties:			
Telephone: () -	Reason(s) For Leaving:		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor:	FROM (MM/YYYY) /	TO (MM/YYYY) /	Starting Salary \$	Ending Salary \$

Company Name & Address:	Your Title:			
	Major Duties:			
Telephone: () -	Reason(s) For Leaving:		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor:	FROM (MM/YYYY) /	TO (MM/YYYY) /	Starting Salary \$	Ending Salary \$

Company Name & Address:	Your Title:			
	Major Duties:			
Telephone: () -	Reason(s) For Leaving:		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor:	FROM (MM/YYYY) /	TO (MM/YYYY) /	Starting Salary \$	Ending Salary \$

Company Name & Address:	Your Title:			
	Major Duties:			
Telephone: () -	Reason(s) For Leaving:		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor:	FROM (MM/YYYY) /	TO (MM/YYYY) /	Starting Salary \$	Ending Salary \$

Company Name & Address:	Your Title:			
	Major Duties:			
Telephone: () -	Reason(s) For Leaving:		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor:	FROM (MM/YYYY) /	TO (MM/YYYY) /	Starting Salary \$	Ending Salary \$

PERSONAL TRAVEL

INTERNATIONAL TRAVEL				DOMESTIC TRAVEL			
Destination	Year	Destination	Year	Destination	Year	Destination	Year

PASSENGER SHIPS ON WHICH YOU HAVE SAILED WITHIN THE LAST FIVE YEARS

Ship	Destinations	Ship	Destinations

COMMENTS

Please use this space to provide us with any additional comments, qualifications or information which you wish us to take into consideration while reviewing your application:

Please read carefully and sign below:

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

I hereby certify that the information I have provided on this application is correct to the best of my knowledge and belief. I hereby authorize Garber | FCm Travel Solutions or its subsidiaries to investigate any or all of the information supplied by me. I understand that if I am employed, any misrepresentation or omission of facts called for herein is sufficient cause for dismissal. I further understand that neither this employment application nor any other Company document constitutes a personal contract of employment. If I am employed, I understand that my employment and compensation can be terminated, at any time, at the option of either the Company or myself.

I understand that, as an Equal Opportunity Employer, Garber | FCm Travel Solutions considers and hires qualified candidates for employment without regard or prejudice to any applicant's: race, color, gender, age, religion, marital status, national origin, sexual preference, or the presence of a medical condition, disability or handicap which does not prevent me from performing the job within reasonable accommodation.

Signature: _____ Date ____/____/____

: Disclosure and Written Authorization To Obtain a Consumer Report or Investigative Consumer Report

By this document, Garber's Travel Service, Inc. /dba FCM Travel Solutions and Vericon Resources, Inc. disclose to you that they may obtain a consumer report and/or an investigative consumer report for employment purposes as part of a pre-employment background investigation and/or at any time during your employment. "Consumer Reports" may include credit reports, driving records, criminal records and other reports from consumer reporting agencies. An "investigative consumer report" is a consumer report in which information as to character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, associates, acquaintances, or others. You have a right to request disclosure of the nature and scope of an investigation and to request a written summary of consumer rights. You will be given a reasonable time in which to dispute any information found in the report if you so choose. FCRA Summary of Rights found at www.ftc.gov.

My signature below expressly authorizes Garber's Travel Service, Inc. /dba FCM Travel Solutions and any of its related companies and/or Vericon Resources, Inc. and/or any of their authorized agents to obtain consumer reports and/or investigative consumer reports regarding me for employment purposes as part of the pre-employment background investigation and/or at any time during my employment.

Signed: _____

Date: _____

The following is my true and complete legal name, and all information about it and my background is true and correct to the best of my knowledge. I understand that all inquiries on this form are used for identification purposes only in order to conduct a background check that is being conducted for legitimate business reasons, specifically for employment and/or continued employment purposes.

*** Responses to sex, age, and race inquiries are voluntary, and choosing not to respond will not preclude hire or promotion.**

Last Name, First Name, Middle Name (PLEASE PRINT LEGIBLY)		Position Applying For	
Applicant's Signature and Date (required)		Driver's License Number & State Please list <i>number</i> and <i>name</i> exactly as given on your license	
Social Security Number	*Date of Birth	*Race	*Sex <input type="checkbox"/> M <input type="checkbox"/> F
Former Names and Time Frames			
Current Address	City/State	Zip/County	Dates (Mo./Yr.)
Previous Addresses (Past 7 Years)			

If you are applying for employment in the state of California, Minnesota or Oklahoma, would you like a copy of the consumer report prepared for you? (CA Civil Code Section 1786.22) Yes No

If you are applying for employment or employed in New York, you will be receiving a copy of Article 23-A via your e-mail, along with a Notice that provides direction should you wish to inquire whether an investigative consumer report was requested. The notice contains the name and address of the appropriate consumer reporting agency.

FOR GARBER'S TRAVEL SERVICE, INC./ DBA FCM TRAVEL SOLUTIONS OFFICE USE ONLY:

Please complete the following section:

Please Check Services Requested:		
<input type="checkbox"/> 7 yr comp crim <input type="checkbox"/> Stwd crim <input type="checkbox"/> Fed crim <input type="checkbox"/> Nat'l dbase <input type="checkbox"/> Credit <input type="checkbox"/> MVR <input type="checkbox"/> Drug <input type="checkbox"/> Addr Hist w/SSN <input type="checkbox"/> Ed <input type="checkbox"/> Emp		
Other (please list) _____		
Contact Name/Phone #:	Cost Code (optional):	Date

Phone: 770/457-9922
800/795-3784
Fax: 770/457-5006
800/915-1020



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