

# Valet Parking Services Inc.

## Job Application Booklet

Applicant's Name \_\_\_\_\_ Date: \_\_\_\_\_  
*Please Print*

**Please submit an original MVR (*Motor Vehicle Report*) with your application.  
MVR must be current within 30 days.**



## General Requirements of the Job

### Appearance/Grooming/Dress Standards

Valet Parking Services reserves the right to discuss with any employee his/her appearance, grooming or dress. The company also reserves the right to require employees to change clothes or to modify personal appearance to conform to the Company's dress code; this may require that an employee be sent home. Employees who are sent home to change will not be paid for the time away from work.

### Hygiene Standards

Good personal hygiene levels are required. Your fellow associates, as well as the guest, have the right to expect general cleanliness from you, as you do from them. Each associate is expected to bathe or shower daily and use an appropriate deodorant.

Proper dental care is also essential for good appearance. Brush your teeth one or more times daily and use good mouthwash. Visiting your dentist regularly for a thorough cleaning and teeth maintenance is recommended for maintaining good health and appearance.

### Grooming Standards

Cleanliness is an essential part of service to our customers. A neat, clean, business like appearance is a requirement for all jobs. In most cases you may wear your hair the way you choose while working as long as it remains well trimmed, well groomed, and business like in appearance. Any questions you may have regarding the grooming standards should be directed to your manager.

Males: hair should be neat, clean, and free from excessive oils, and trimmed so as not to exceed the top of the collar in back or below the eyebrows in front. Hair length, style and color should be appropriate to your job. Any hairstyles, which project an unprofessional appearance, should not be worn while working.

Sideburns should not exceed below the line running from the corner of the mouth to the back of the jaw and should not appear exaggerated in size or shape. Beards and moustaches are not permitted (except for medically valid reasons which must be updated every six months and when permitted, must be well groomed); therefore, ***associates should report to work clean shaven every day.*** If you color your hair, take care to ensure your roots remain the same color as the rest of your hair. Business standards do not permit extremes in dying, bleaching or tinting.

Females: Hair should be clean and neatly combed. Hair length and style should be appropriate to your job. Hair should not fall on the face or obstruct eye to eye contact at any time. All hairstyles, whether natural or processed, should be neatly arranged and follow the general contour of your mouth. Multi-braided hairstyles for women are permitted as long as they meet the above requirements. Any hairstyles, which project an unprofessional appearance, should be worn while working. If you color your hair, take care to ensure your roots remain the same color as the rest of your hair. Business standards do not permit extremes in dying, bleaching or tinting.

Hair should not be excessively adorned arranged with ribbons clips, beads or glitter, etc. plain, simple devices, such as barrettes and hair holders are accepted as long as they appear business like and do not pose a safety hazard.

**Tattoos must be covered if they are on a visible part of the body.**

### Physical Demands of the job

The valet job requires, but is not limited to, a lot of, standing, walking, and jogging/running. This includes going up and down stairs and ramps. There are also times when lifting of luggage in and out of cars is also required.

### Professional Conduct

All our associates are expected to behave in a professional and socially acceptable manner while on company and workplace premises.

An associate can also be terminated if he/she violates any of the following rules, which are considered serious breaches of company policies with no prior warnings required. The following list is not to be considered all inclusive.

Theft, attempted theft, or removal from the premises of company property without authorizations mishandling or failure to safeguard the property of the company another employee or customer.

Being discourteous to any customer or employee of the company

Driving in an inappropriate manner and/or against company procedures

Violation of the Company's Policy on Alcohol, drugs and controlled substances

Damage to company or guest property caused by either a willful act or serious inattention to job duties

Possession of a lethal weapon on company or workplace premises

Failing to report to work can result in disciplinary action up to and including immediate termination

Reporting to work late for three days (consecutive or otherwise) during any rolling 90 day period without authorization

Falsification of company records including, but not limited to employment applications, payroll time cards or financial reports, etc

Refusal to follow work instructions given by management

Threatening, hitting, pushing or otherwise striking another person or any other abusive behavior or disorderly conduct while on company premises arising out of company business relations. Even threats outside business hours could result in disciplinary action

Performing any unsafe acts which may result in personal injury to self or others

**Our policy of prohibiting harassment that is sexual in nature also means that we do not tolerate harassment of our associates origin, citizenship status, age, or disability. For these purposes, the term harassment includes, but is not necessary limited: to slurs, jokes; other verbal, graphic or physical conduct relating to an individuals race, color, sex, sexual orientation, religion, national origin, citizenship, age or disability.**

### **Substance Abuse Policy**

To ensure a safe, productive work environment at the company and to safeguard Company property Valet Parking Services strictly prohibits the use, sale, purchase, transfer, receipt, or possession of alcohol, drugs, or controlled substances on any Company premises, which, for

purposes of this policy, includes customer premises on which an employee is performing his job. Company vehicles, as well as private vehicles parked on Company premises, are locations included within this prohibition. In addition, the Company strictly prohibits any employee being at work under the influence of alcohol, drugs, or controlled substance. Any employee found violating the above-stated policy will be discharged upon the first offense.

Any employee taking a drug or other medication, whether or not prescribed by the employee's physician for a medical condition, which is known or advertised as possibly affecting or impairing judgment, coordination, or other senses, or which may adversely affect ability to perform work in a safe and a productive manner must notify his or her supervisor or other management official prior to starting work. The supervisor or management official will decide if the employee can remain at work and what work restrictions, if any, are necessary. Failure to inform your supervisor is a violation of this policy and will subject an employee to disciplinary action up to and including termination.

Valet Parking Services reserves the right to conduct searches, inspections, or tests of employees and their personal effects, lockers, purses, and other containers located on Company premises, as well as Company property and employees' private vehicles, if parked on the Company's premises. Entry onto Company premises or work sites constitutes consent to searches or inspections. The purpose of such searches or inspections under this policy is to determine whether any employee is in possession of or under the influences of alcohol, drugs or controlled substances. Searches or inspections may be conducted at the discretion of the company from time to time without prior announcement. When appropriate, items discovered as a result of such searches or inspections may be taken into custody and may be turned over to the proper law enforcement authorities.

Individuals applying for employment with Valet Parking Services may be required to submit to an alcohol, drug and controlled substance screening test as a condition of employment. A positive test result for alcohol, drug, and controlled substances will result in denial of employment. Thereafter, blood and/or urine samples or other medical tests may be required of employees and screened by a laboratory for the presence of alcohol, drugs, and controlled substances among groups of employees on a random selection basis, or an individual basis whenever the employees observed behavior or other evidence raises any question about the employees physical condition or fitness to perform his or her job. Additionally, any associate involved in an accident can be subjected to a substance test. For purposes of this policy, "accident" is defined as any damage to a guest's vehicle; any injury to the associate, co-worker or guest; or any damage of more than \$100 to Valet Parking Services or client's property.

Unless impractical, employees will be required to sign a written agreement to submit to a search, inspection, and/or test pursuant to this policy upon request. Any employee who refuses to submit to a search or inspection, refuses to give a blood or urine sample, refuses to provide written consent for a search or test or is found in possession of or under the influence of alcohol, drugs, or controlled substances will be discharged upon the first offense.

By signing below you indicate that you have read the document and that you are able to adhere to the company's standards.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date