ProPark Inc.

Honolulu
445 Seaside Ave. Suite 602
Honolulu, Hawaii 96815

Maui
900 Front St. Suite I-4
Lahaina, Hawaii 96761

To: Prospective Applicant,

Welcome to ProPark Inc., the fastest growing of Hawaii's major parking companies. This Kama'aina, family owned, parking management company made its modest debut on March 14, 1980. Since then, it has grown to more than 50 parking and valet service locations in Hawaii. The President and Founder is Mr. Richard Leong.

ProPark Maintains a core Purpose of **"to assist our clients in accomplishing their goals"**. This is supported by our Core Values of;

- Proactive Leadership and Service
- Opportunity for Growth and Success
- Pride in Results
- Style and Grace

PREREQUISITE FOR EMPLOYMENT

1. **AVAILABILITY**- Because many of our operations run on a 24-hour basis and because of the variety of schedules we offer differs, you as an employee must be available seven days a week, 24-hours a day, as the needs of the operation require to be hired.
2. **TRANSPORTATION**- Transportation is the sole responsibility of each employee hired. Most locations require a pick up before you go to your location and a drop off at the end of your shift.
3. **ASENTEEISM & TARDINESS** – You are required to be at work and on time on your scheduled work day.
4. **CONDUCT** – You must conduct yourself in a Professional manner when you are dealing with Customers and Clients of ProPark. You must be courteous at all times. No swearing, no name calling, or obscene gestures will be tolerated.
5. **MISHANDLING OF COMPANY FUNDS**- Stealing and mishandling of company funds will result in **IMMEDIATE TERMINATION** and possible **PROSECUTION.**
6. **COMPENSATION** - Employees will be paid for the number of hours worked. Time and a half will be paid to employees who work more than forty hours in a normal work week. Evaluations are on a quarterly basis (bi-monthly for new employees). Wage reviews are on an annual basis after the first year of employment.
7. **DRESS CODE**-
   - FEMALES: Must be conservative of make up a, jewelry, and hairstyle
   - MALES: Not allowed to have ponytails of any length or unconventional haircuts.
   - MALES: Not allowed to wear earrings.
   - MALES: Must be clean shaven, beards and mustaches neatly trimmed.
   - BOTH: No hats other than ProPark issued or sunglasses allowed.
   - BOTH: Must wear black or navy blue dress pants.
   - BOTH: Must wear shoes and socks.
   - BOTH: No rings or jewelry may be worn about the face or the mouth. (Nose rings, Peierced eyebrows, tongue rings etc.)
8. You must be at least 18 years old and able to drive a standard shift vehicle to be hired as a double parker or valet. You must be at least 21 years old to be hired as a courtesy van driver. All 3 positions require you to possess a valid drivers license.

After reading this prerequisite of employment, take a few more minutes to read it again to decide if this job will be right for you. If you agree that this is the type of employment you are seeking, please print this document. Print your name, sign and date the printed document, then proceed to the employment application.

_____ _____ _____

Print Name Signature Date