

# Application for Employment

(WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER)

**NOTE: EACH INQUIRY ON THIS APPLICATION MUST BE FULLY ANSWERED OR COMPLETED, OTHERWISE, YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT.**

Location Desired \_\_\_\_\_ Position Desired \_\_\_\_\_  Full-Time  Part-Time  Temporary \_\_\_\_\_ Date Available for Work \_\_\_\_\_

**PERSONAL DATA**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Present Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ How long have you lived there? \_\_\_\_\_

Previous Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ How long have you lived there? \_\_\_\_\_

Primary Phone No. \_\_\_\_\_ Cell  Home  Email address \_\_\_\_\_

Are there any days, shifts or hours that you will not or cannot work?  Yes  No If yes, please explain. \_\_\_\_\_

\$ \_\_\_\_\_  
Salary/Pay Expectations

Will you work overtime hours if required?  
 Yes  No

Are you 18 years of age or older?  
 Yes  No

**PREVIOUS EMPLOYMENT. READ CAREFULLY.** Please provide information about your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time between your most recent employment and the oldest employer listed including military service and any period of unemployment. If self-employed, give company name and provide business references. In response to "Reason for Leaving" please provide the reason you believe each former employer's records will show as your reason for leaving its employment. **YOUR FAILURE TO FULLY AND ACCURATELY COMPLETE THIS SECTION MAY DISQUALIFY YOU FOR FURTHER CONSIDERATION FOR EMPLOYMENT. DO NOT ANSWER ANY QUESTION WITH "SEE RESUMÉ."**

<b>EMPLOYER NAME</b>		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				Reason for Leaving (provide detailed response)
Address				
Last Job Title	Name and Title of Last Supervisor		How much notice did you give before leaving?	
<b>EMPLOYER NAME</b>		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				Reason for Leaving (provide detailed response)
Address				
Last Job Title	Name and Title of Last Supervisor		How much notice did you give before leaving?	
<b>EMPLOYER NAME</b>		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				Reason for Leaving (provide detailed response)
Address				
Last Job Title	Name and Title of Last Supervisor		How much notice did you give before leaving?	

EMPLOYER NAME		Dates Employed		Work Performed
		From	To	
Telephone Number(s)				Reason for Leaving (provide detailed response)
Address				
Last Job Title	Name and Title of Last Supervisor		How much notice did you give before leaving?	

Please explain fully all gaps in your employment history of more than one month. \_\_\_\_\_

**BACKGROUND INFORMATION**

Do you have the legal right to work in the United States for this Company and do you have documentation of that right?  Yes  No

List any other names, including maiden names and nicknames, which you may have used and which will be necessary to verify your prior employment: \_\_\_\_\_

Have you ever been involuntarily terminated or asked to resign from any job or resigned employment by mutual consent?

Yes  No If yes, please explain circumstances of each situation. \_\_\_\_\_

Have you ever quit a job without giving notice?  Yes  No If yes, please explain circumstances. \_\_\_\_\_

May we contact your current employer and every former employer you identified above?  Yes  No If no, please explain: \_\_\_\_\_

Have you ever worked for this Company or any associated Company?  Yes  No If yes, please give dates and position: \_\_\_\_\_

Do you have any friends or relatives working for this Company?  Yes  No

If yes, Name(s) and Relationship to you. \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Do you have any commitments to any other employer, such as a non-compete agreement, which may affect your employment with this Company, if hired?  Yes  No If yes, explain: \_\_\_\_\_

Have you ever plead guilty or no contest to, or been convicted of any criminal offense?  Yes  No

Have you ever been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial?

Yes  No

CRIMINAL OFFENSES ONLY: If you answered Yes to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered. \_\_\_\_\_

*Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The Company will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by law.*

**RELEVANT EXPERIENCE** - Please indicate any actual experience you have in any of the following positions:

- |  |  |   |   |
|--|--|---|---|
| <u>OFFICE</u>                                | <u>SALES</u>                             | <u>SERVICE</u>                                  | <u>PARTS</u>  |
| <input type="checkbox"/> Office Manager      | <input type="checkbox"/> Sales Manager   | <input type="checkbox"/> Service Manager        | <input type="checkbox"/> Parts Manager              |
| <input type="checkbox"/> Bookkeeper          | <input type="checkbox"/> Sales Person    | <input type="checkbox"/> Service Writer/Advisor | <input type="checkbox"/> Parts Counter              |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> F & I Manager   | <input type="checkbox"/> Dispatcher             | <input type="checkbox"/> Parts Stocker              |
| <input type="checkbox"/> Accounts Payable    | <input type="checkbox"/> Leasing Manager | <input type="checkbox"/> Shop Foreman           | <input type="checkbox"/> Parts Driver               |
| <input type="checkbox"/> Payroll Clerk       | <input type="checkbox"/> Fleet Manager   | <input type="checkbox"/> Mechanic/Technician    | <u>OTHER</u>  |
| <input type="checkbox"/> Tag/Title Clerk     | <input type="checkbox"/> Internet Sales  | <input type="checkbox"/> Electrician            | <input type="checkbox"/> Customer Relations Manager |
| <input type="checkbox"/> Warranty Clerk      |  | <input type="checkbox"/> Helper                 | <input type="checkbox"/> Rental Manager             |
| <input type="checkbox"/> Data Entry          |  | <input type="checkbox"/> Painter                | <input type="checkbox"/> Porter                     |
| <input type="checkbox"/> Cashier             |  | <input type="checkbox"/> Body Repair            | <input type="checkbox"/> Detailer                   |
| <input type="checkbox"/> Receptionist        |  | <input type="checkbox"/> Lube Tech              |   |

List any professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying: \_\_\_\_\_

**TECHNICIAN / MECHANIC APPLICANTS** - List all your current certifications and other special technical qualifications/training: \_\_\_\_\_

**OTHER INFORMATION** - Please describe other experience you have which would be relevant to the job for which you are applying: \_\_\_\_\_

Do you have adequate transportation to and from work if hired?  Yes  No

**DRIVING INFORMATION.** Will the position for which you are applying require you to drive in connection with your job, if hired?  
 Yes  No  Don't Know If you answered "No", please do **NOT** answer the questions in this section and move to the Education section. If you answered "Yes," please complete the following section. If you answered "Don't Know," please ask the hiring manager. If you in the future hold a job that requires driving, you will be required to provide the information requested below.

Do you have a current valid driver's license?  Yes  No If yes, License No: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you have personal automobile insurance?  Yes  No If no, explain: \_\_\_\_\_

Have you ever been denied personal automobile insurance or has your automobile insurance ever been terminated or suspended?  
 Yes  No If yes, explain: \_\_\_\_\_

Has your license ever been suspended or revoked?  Yes  No If yes, explain: \_\_\_\_\_

Have you ever been convicted, plead guilty, or plead *nolo* to a charge of DWI or DUI?  Yes  No

Are any DUI, DWI or other traffic/moving violation related charges currently pending against you?  Yes  No If yes to either question, explain: \_\_\_\_\_

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Comments

**EDUCATION**

School Level	School Name	Years Completed (Circle)	Diploma/Degree	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
Elementary		4 5 6 7 8		
High School		9 10 11 12		
College/University		1 2 3 4		
Graduate/ Professional		1 2 3 4		
Trade or Correspondence				

**PERSONAL REFERENCES**

Please list persons who know you well -- *not previous employers or relatives*

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

**APPLICANT CERTIFICATIONS AND UNDERSTANDING**

By your signature below, you acknowledge and certify:

- Your understanding that if you fail to provide full and complete responses to each inquiry on this application (except those for which you are specifically directed not to answer), you may be disqualified for hiring consideration;
- Your understanding that this application will be considered "active" for a maximum of thirty (30) days and that if you want to be considered for employment after that time, you must reapply;
- That you received a separate written notification that the Company may obtain a Consumer Report on you for use in connection with your application for employment and, if hired, your employment with the Company and that you specifically authorize the Company to obtain this Report.

**That the information provided by you on this application and during the interview process is true and complete in all respects, and that if the information is found to be false, misleading, incomplete, or unsatisfactory in any respect you will be disqualified from consideration for employment or subject to immediate dismissal if discovered after you are hired.**

**THAT YOU UNDERSTAND THAT IF HIRED YOU WILL BE EMPLOYED AT-WILL, WHICH MEANS THAT YOU HAVE THE RIGHT TO TERMINATE YOUR EMPLOYMENT AT ANY TIME WITHOUT CAUSE OR NOTICE AND THAT THE COMPANY HAS A SIMILAR RIGHT AND THAT NO MANAGEMENT LEVEL EMPLOYEE HAS MADE ANY STATEMENTS OR REPRESENTATIONS TO YOU WHICH ARE CONTRARY TO OR CONTRADICT YOUR EMPLOYMENT AT-WILL STATUS.**

**DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date