

EMPLOYMENT APPLICATION

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

This Company is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, age, marital status, national origin, disability, or any other basis prohibited by applicable laws.

Position Applied For _____ Full time Part time Date _____

APPLICANTS STATEMENT

I understand that this application is not a promise of employment.

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at any time with or without notice or cause and the Company has the same right. No one other than the President of the Company has the authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing and signed by the authorized agent.

I consent to take any physical examinations, including but not limited to , tests for alcohol or drugs, that may be requested by the Company: (1) following an offer of employment and prior to commencement of work; and (2) during the course of my employment, consistent with applicable law, including, but not limited to, the Americans With Disabilities Act. I further authorize any health care professional or testing facility who performs such examination or who has other information concerning my physical, mental or other medical status to release such information to the Company. I understand that if my drug screen is positive for any illegal substance, that any offer of employment will be rescinded, or if I have already commenced work, I will be terminated. I also understand that I maybe required to take other tests, such as personality and honesty tests, prior to employment and during my employment and that submission to such tests is a condition of employment or continued employment.

I hereby authorize the Company to obtain from schools, former and current employers, government agencies or other individuals or institutions it contacts, any information in their possession regarding my employment history or qualifications for the job which I have applied, my driving record and my criminal record, regardless of whether the information is favorable or unfavorable to me. I promise to hold harmless, covenant not to sue and release the Company, the entities and individuals contracted and their agents from any and all liability which may directly or indirectly result or flow from the obtaining and use, disclosure and/or dissemination of such information.

I also understand that the Company may obtain an investigative consumer report including information as to my character, general reputation, personal characteristics and mode of living obtained through personal interviews with my neighbors, friends or associates or others with whom I am acquainted or who may have knowledge of such information. If such a report is obtained, I understand that I will be provided written notice mailer or delivered to me not later than three days after the date on which the report was first requested, and that this notice will summarize my rights under the federal Fair Credit Reporting Act in accordance with Section 1681g(c) of the federal Fair Credit Reporting Act and my right to obtain the disclosure of the nature and scope of the information requested in the investigative consumer report. I further understand that if it is determined that the contents of this report may disqualify me for employment, a copy of this report will also be provided to me.

I hereby state that all of the information that I provided on this application and in any interview or in responding to any requests for information is true and accurate. I understand that any false statements or omissions made by me in connection with this application, or in responding to further requests for information, is sufficient grounds for my rejection as an applicant or my dismissal if I have been hired, regardless of when the falsity or omission is discovered. If I am employed and any such information is later found to be false in any respect, I may be dismissed.

Signature of Applicant

PERSONAL DATA

Name _____
 (Print) Last Name First Middle

Present Address _____ How long have You lived there? _____
 Street and Number City State Zip Years Months

Previous Address _____ How long did You lived there? _____
 Street and Number City State Zip Years Months

Telephone No. _____ If under 18, please list age _____

If hired, are you able to furnish proof of eligibility to work in the U.S.? Yes No

If a driver's license is required for the position for which you are applying, do you have a valid driver's license? Yes No

Have you had any driving convictions, accidents, license suspensions or revocations in the last 5 years? Yes No

If yes please give dates & details: _____

Are you capable of performing the job duties as described to you? Yes No

If you answered "No," are there reasonable accommodations we could make to allow you to perform the job duties as they have been described to you?

Have you ever been charged with a crime resulting in anything other than a dismissal or verdict of not guilty in any criminal proceeding?
 Yes _____ No _____ If yes, describe when the conviction occurred and circumstances. (Do not list any charges for which the records have been expunged or sealed. A criminal offense will not necessarily bar employment.)

When will you be available to start work? _____

Are you available to work nights? _____ Weekends? _____

Are you willing to submit to a pre-employment physical examination and drug test? _____ Yes _____ No

Education

	High School				College/University			
School Name								
Years completed	9	10	11	12	1	2	3	4
Diploma/Degree								
Describe Course of Study or Major								
Describe Training, Experience, Skills, and Extra-Curricular Activities								

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references.

Name of present or last employer	Employed	Pay	Position	Reason for leaving
	From (mo./yr.)	Start \$		
Address	To (mo./yr.)	Final \$	Name of Supervisor	
City, State, Zip Code				
Telephone				

Name of present or last employer	Employed	Pay	Position	Reason for leaving
	From (mo./yr.)	Start \$		
Address	To (mo./yr.)	Final \$	Name of Supervisor	
City, State, Zip Code				
Telephone				

Name of present or last employer	Employed	Pay	Position	Reason for leaving
	From (mo./yr.)	Start \$		
Address	To (mo./yr.)	Final \$	Name of Supervisor	
City, State, Zip Code				
Telephone				

Have you ever been terminated from any job? ____ Yes ____ No. If yes, please explain circumstances: _____

Please explain any gaps in your employment history: _____

Are there any other skills, or qualifications which qualify you for the position (word processing, PC/Mac, spreadsheet, sales experience, technical certification etc.)? _____

REFERENCES

Please list two references other than previous employers or relatives

Name	Occupation	Address (Street, City, and State)	Telephone Number	No. of Years Known

ADDITIONAL INFORMATION— Please indicate any actual experience you have in any of the following positions:

OFFICE

SALES/LEASING

SERVICE AND REPAIR

PARTS

___ Accounts Payable

___ F & I Manager

___ Detailer

___ Parts Counter

___ Accounts Receivables

___ Fleet Manager

___ Helper

___ Parts Driver

___ Bookkeeper

___ Leasing Manager

___ Mechanic/Technician

___ Parts Manager

___ Cashier

___ Sales Manager

___ Service Manager

___ Parts Stocker

___ Clerical

___ Sales Person

___ Service Manager

___ Data Entry

___ Used Equipment Manager

___ Service Writer

___ Office Manager

___ Shop Forman

ADDITIONAL INFORMATION: _____

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, PLEASE REAPPLY.

I HAVE READ THIS EMPLOYMENT APPLICATION AND I FULLY UNDERSTAND ITS CONTENTS. I HEREBY CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE, AND THAT I HAVE NOT OMITTED ANY OF THE INFORMATION CALLED FOR. I UNDERSTAND THAT ANY FALSE STATEMENTS OR OMISSIONS MADE BY ME IN CONNECTION WITH THIS APPLICATION, IN INTERVIEWS, OR IN RESPONDING TO FURTHER REQUESTS FOR INFORMATION IS SUFFICIENT GROUNDS FOR MY REJECTION AS AN APPLICANT OR MY DISMISSAL IF I HAVE BEEN HIRED, REGARDLESS OF WHEN THE FALSITY OR OMISSION IS DISCOVERED.

_____ **Date**

_____ **Signature of Applicant**