

# APPLICATION FOR EMPLOYMENT

## ABOUT OUR DEALERSHIP

Thank you for your interest in applying for a job with our Dealership. Because of our commitment to offering the highest possible satisfaction to our customers, we are only interested in hiring the best. We want to have a complete understanding of your qualifications, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit both the Dealership and our employees. Please answer the following questions honestly, completely and thoughtfully.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, religion, color, sex, gender identity, age, national origin, marital status, disability, handicap, military status, veteran status, genetics or other legally protected classifications.

## PERSONAL INFORMATION

Last Name	First	Middle	Date
Current Street Address	Length of time at this address	Months <input type="text"/> Years <input type="text"/>	Home Telephone
Current City, State, Zip			Business Telephone
Former Street Address	Length of time at this address	Months <input type="text"/> Years <input type="text"/>	Social Security Number
Former City, State, Zip			<b>If you are under 18 years of age,</b> do you have a work permit? ___ Yes ___ No
Have you ever applied for employment with us? ___ Yes ___ No If yes, Month and Year _____			
Position Desired	Do you have adequate means of getting to work?		Will you work overtime when asked? ___ Yes ___ No
Are you available for full-time work? ___ Yes ___ No If not, what hours can you work? _____			
Are you willing to work any shift? ___ Yes ___ No			When will you be available to begin work? _____
Do you have, or have you applied for the legal right to remain permanently and work in the United States? ___ Yes ___ No			
If you have ever worked under another name(s), please identify: _____			
Do you know anyone who works here? ___ Yes ___ No If yes, who? _____			

## MOTOR VEHICLE INFORMATION

Please complete this section if the job for which you are applying might require you to drive Company Vehicles.

Do you have a valid driver's license? Yes \_\_\_ No \_\_\_  
 License number and state: \_\_\_\_\_

Have you had any accidents in the last five years? Yes \_\_\_ No \_\_\_  
 If yes, please give details: \_\_\_\_\_

Have you been cited for any moving violations in the last five years?  
 Yes \_\_\_ No \_\_\_ If yes, please give details: \_\_\_\_\_

Has your driver's license ever been suspended, revoked, denied or canceled?  
 Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

- THANK YOU FOR YOUR INTEREST IN JOINING OUR COMPANY -

**ACTUAL EXPERIENCE IF ANY OF THE FOLLOWING - PLEASE CHECK:**

**Office**

- Office Manager
- Accounts Receivable/Payable
- Bookkeeper
- Asst. Bookkeeper
- Clerk
- Title Clerk
- Receptionist
- Cashier

**Service Department**

- Service Manager
- Shop Foreman
- Service Advisor
- Mechanic/Technician
- Mechanic Helper
- Body Repair
- Painter
- Car Polisher
- General Garage Worker
- Lube Tech
- Porter
- Janitor
- Warranty Clerk
- Detailer
- Dealer Trade Driver
- Body Shop Manager

**Sales Department**

- New Car Sales Manager
- Used Car Sales Manager
- New Car Salesperson
- Used Car Salesperson
- Used Car Appraiser
- Business Development Center
- General Manager
- Internet Manager

**Parts Department**

- Parts Manager
- Parts Clerk
- Parts Driver

Other: \_\_\_\_\_

**GENERAL INFORMATION**

Have you ever been discharged or asked to resign by an employer?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

A record of criminal conviction will not necessarily be a bar to employment, since the Company will consider factors such as age, time of the offense, the nature and seriousness of the violation, and evidence of rehabilitation in making any employment decision. It is not necessary to report criminal conviction records which have been legally expunged.

Have you ever been convicted of a crime, other than minor traffic violations?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify the county(ies) \_\_\_\_\_ in which the conviction(s) took place and explain.

**EDUCATION AND TRAINING**

Please circle Highest Grade Completed:

1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Grade School								High School				College								Trade/Tech							

What was the last school you attended?

What Job-related skills have you developed that were not acquired through formal education?

Have you ever been in the United States Armed Services? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Answer is Optional)

If yes, what branch? \_\_\_\_\_

Describe any skills you acquired in the Service which would be useful to the job for which you are applying:

## WORK EXPERIENCE

Beginning with your present or most recent employer, describe your employment experience below:

1. Present or Last Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Kind of Business: \_\_\_\_\_ Phone: \_\_\_\_\_  
Salary: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of Your Immediate Supervisor: \_\_\_\_\_  
Description of Your Work and Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact your present employer at this time: Yes \_\_\_\_\_ No \_\_\_\_\_  
If "No", please explain: \_\_\_\_\_

2. Next Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Kind of Business: \_\_\_\_\_ Phone: \_\_\_\_\_  
Salary: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of Your Immediate Supervisor: \_\_\_\_\_  
Description of Your Work and Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

3. Next Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Kind of Business: \_\_\_\_\_ Phone: \_\_\_\_\_  
Salary: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Name of Your Immediate Supervisor: \_\_\_\_\_  
Description of Your Work and Responsibilities: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
(Use additional sheet(s), as necessary)

List the following information of three (3) professional or personal character references who have known you for the last three years and from whom you can obtain letters of recommendation. (Answer is optional)

1.  
Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Relationship(i.e. friend, co-worker, supervisor) Do not list relatives.

2.  
Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Relationship(i.e. friend, co-worker, supervisor) Do not list relatives.

3.  
Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Relationship(i.e. friend, co-worker, supervisor) Do not list relatives.

## PERSONAL STATEMENT AND SIGNATURE

By signing below, I certify that I have read, understand and agree to each of the following statements: All of the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information which, if known to the Dealership, would affect my application unfavorably. If I am hired by the Dealership and if the Dealership discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job. If I am extended an offer of employment, I agree to submit to a medical examination which may include testing for drugs or alcohol prior to beginning work with the Dealership and I understand that any offer of employment or continued employment is conditioned upon passing such medical examination. I further understand that I may be required to submit for a test for the use of illegal drugs at any time. I understand that nothing in this employment application creates a contract of employment between me and the Dealership. If I am hired by the Dealership, my employment and compensation are "at will" which means that my employment can be terminated, either by the Dealership or me, with or without cause, and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing, that is not an at-will agreement. Only the President/Dealer Operator of the Dealership has the authority to enter into an employment agreement with me for any specified period of time.

I authorize the Dealership to conduct any investigation regarding the information contained in my employment application which the Dealership thinks is necessary to determine my qualifications for assuming a job with the Dealership. I give the Dealership or its designated representatives my permission to contact any former employer, school, college or university, utility dealership, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record. I hereby give my consent to any such sources to release to the Dealership whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability which might result from furnishing any information about me. Upon written request, additional information as to the nature and scope of any credit report, if one is made, will be provided. The Dealership will comply with the Fair Credit Reporting Act requirements in conducting any background checks.

In the event of my personal indebtedness to the Dealership, I authorize the Dealership to withhold from my wages such amounts as permitted by law to satisfy my obligation to the Dealership.

This employment application will be considered active for sixty (60) days from the date below. If I want to be considered for a job with the Dealership after this period of time, I must fill out another application.

I understand and agree that compliance with all Dealership rules and regulations is a condition of employment with the Dealership. I further understand that the Dealership policies and procedures are subject to modification without notice.

### **Read Carefully Before Signing.**

**"To the extent the law allows an employee to bring legal action against this company, I agree to bring that complaint within the time prescribed by law or 6 months from the date of the event forming the basis of my lawsuit, whichever expires first."**

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Date

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Applicant Signature

**- THANK YOU FOR YOUR INTEREST IN JOINING OUR DEALERSHIP -**