

**APPLICATION FOR EMPLOYMENT  
AN EQUAL OPPORTUNITY EMPLOYER**

PLEASE PRINT ANSWERS TO THE FOLLOWING QUESTIONS. TO BE CONSIDERED FOR EMPLOYMENT, ALL ITEMS MUST BE COMPLETED.

Position Desired: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date available to start work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL DATA**

Name: \_\_\_\_\_  
 (Print) Last Name First Middle  
 Present Address: \_\_\_\_\_  
 Street and Number City State Zip  
 Telephone Number: ( ) \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
 Are you 18 years of age or older?  Yes  No Are you legally authorized to work in the USA?  Yes  No  
 Have you ever worked here before?  Yes  No If yes, give dates and position \_\_\_\_\_  
 Do you have any special training or achievements that help qualify you for this position?  Yes  No  
 Do you have a valid driver's license?  Yes  No  
 License No. State Expiration Date  
 Have you ever been cited for a traffic violation of any kind?  Yes  No If yes, please date and details:  
 Additional Comments:

**Education Record**

Type of School	Name and Address	No. of Years Completed	Graduated	Course of Study or Major
High School	Name: _____ Address: _____			
College	Name: _____ Address: _____			
Vocational or Trade	Name: _____ Address: _____			
Other Education or Training				

### Record of Previous Employment

Please list the names of all of your previous employers in chronological order with present or last employer listed first. **Do not omit any past employer.** Be sure to account for all periods of time including military service, and any period of unemployment. If more space is needed, you must attach an additional page to this application so that you can include all past employment, military service, etc.

<u>Name of Last Employer</u>	<u>Employed From (mo./yr.)</u>	<u>Pay Start \$</u>	<u>Position(s)</u>	<u>Reason for Leaving</u>
Address:	<u>To (mo./yr.)</u>	<u>Final \$</u>	<u>Name of Supervisor</u>	
Telephone _____				
<u>Previous Employer</u>	<u>Employed From (mo./yr.)</u>	<u>Pay Start \$</u>	<u>Position(s)</u>	<u>Reason for Leaving</u>
Address:	<u>To (mo./yr.)</u>	<u>Final \$</u>	<u>Name of Supervisor</u>	
Telephone _____				
<u>Previous Employer</u>	<u>Employed From (mo./yr.)</u>	<u>Pay Start \$</u>	<u>Position(s)</u>	<u>Reason for Leaving</u>
Address:	<u>To (mo./yr.)</u>	<u>Final \$</u>	<u>Name of Supervisor</u>	
Telephone _____				

Have you ever been discharged, laid off, or asked to resign from any job?     Yes     No If yes \_\_\_\_\_

May we contact your current employer?     Yes     No If no, please explain: \_\_\_\_\_

### Personal References

Please list persons who have known you for at least one year - not previous employers or relatives.

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

I certify that the information provided on the application is true and complete. I agree that if there is any misrepresentation or omission concerning the information on this application, any offer of employment to me may be withdrawn, and if I have already been hired, my employment may be terminated.

I understand that any offer of employment by this dealership is contingent upon (1) my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States, (2) successful completion of any preplacement physical exam and/or drug/alcohol test that may be required by the dealership, and (3) proof of valid driver's license and satisfactory driving record. I understand that my employment may be terminated at any time if the dealership determines or is notified by its insurer that I do not have a valid driver's license or a satisfactory driving record.

No promises concerning the nature or length of my employment have been made to me. If I am hired, I understand that I have the right to terminate my employment at any time, and for any reason. Unless I am covered by a collective bargaining agreement containing a contrary provision, I also understand that the dealership has the same right to terminate my employment at any time and for any reason. I understand that no one employed by the dealership has the authority to modify these conditions. I hereby release all persons, past and present employers, and educational institutions from any liability to me if they supply information to this dealership as part of an investigation.

My signature reflects that I have read, understood, and have agreed to these terms and conditions. I understand that this application will be considered active for only thirty (30) days, and that if I wish to be considered for employment after that, I must submit a new application.

\_\_\_\_\_ Date

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