



- Delavan Ford
- Delavan Chevy
- Elkhorn GM
- Elkhorn CDJR
- Antioch
- Mt. Carroll
- Macomb
- Sterling Ford
- Sterling CDJR
- Oregon
- Morrison
- Q- Honda
- Q - Hyundai
- Monmouth
- Stoughton
- Woodstock
- Kunes Mgmt.

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT, but merely is intended to evaluate suitability for employment. It is the policy of Kunes Country Auto Group to provide equal employment opportunity to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, sexual orientation, veteran status, or any other status protected under state and federal law. It is also the policy Kunes Country Auto Group to have the option of conducting pre-employment screening before a job offer is made. If a job offer is made, employment may be contingent upon the successful completion of a medical examination, which may also include providing bodily substance samples.

PERSONAL INFORMATION

Date: _____
 Name: _____
 Primary Phone: _____ Other Phone: _____
 Address: _____ City/State: _____ ZIP: _____

POSITION(S) APPLYING FOR: _____

Expected salary or hourly rate of pay: _____

Type of work desired: Full-Time Part-Time Seasonal Temporary

Will you relocate?: Yes No

Will you travel?: Yes No

Can you start immediately?: Yes No **If no, give date available:** _____

How were you referred: _____

Have you ever been employed here?: Yes No **If yes, give dates:** _____

EDUCATION	Years Completed	Diploma/ Degree	Course of Study/ Major	School Name & Address
High School				
College/University				
Graduate or Professional				
Trade or Correspondence				
Other				

Location

First Name

Last Name

EMPLOYMENT INFORMATION

Please answer all of the following questions. When necessary, note the question and use the back of this page or an extra sheet of paper to provide detailed explanations.

- Yes No Are you 18 years of age or older?
- Yes No Are you legally eligible for work in the United States?
- Yes No Will you work overtime when necessary?
- Yes No Do you understand the job requirements?
- Yes No Are you currently bound by a non-competition or trade secret agreement?
If Yes, please explain _____
- Yes No Have you ever been discharged or asked to resign from a job?
If yes, please explain _____
- Yes No Have you ever been convicted of or pled guilty to a felony or other crime?
If yes, please explain _____

EMPLOYMENT HISTORY

- Yes No May we contact your previous employers?
If no, please explain: _____

Most Recent Employer: _____ Job title: _____ Supervisor: _____ Email: _____ Phone: _____ Dates employed: From: _____ To: _____ Salary/Hourly: _____ Description of Duties: _____ _____ Reason for leaving: _____
Previous Employer: _____ Job title: _____ Supervisor: _____ Email: _____ Phone: _____ Dates employed: From: _____ To: _____ Salary/Hourly: _____ Description of Duties: _____ _____ Reason for leaving: _____
Previous Employer: _____ Job title: _____ Supervisor: _____ Email: _____ Phone: _____ Dates employed: From: _____ To: _____ Salary/Hourly: _____ Description of Duties: _____ _____ Reason for leaving: _____

Location

First Name

Last Name

JOB RELATED SKILLS

Please answer all of the following questions. When necessary, note question and use an extra sheet of paper to provide explanations.

- Yes No Do you have a valid drivers license?
- Yes No Have you ever been convicted of or pled guilty to any traffic-related offense within the past 5 years?
- Yes No Have you had your drivers license suspended or revoked or had your driving privileges modified by a court of law?
- Yes No CPR Certified

COMPUTER SKILLS

Check the appropriate boxes. Include software titles and years of experience.

- Word Processing: _____ Yrs: _____ Internet: _____ Yrs: _____
- Spreadsheet: _____ Yrs: _____ Other: _____ Yrs: _____
- Presentation: _____ Yrs: _____ Other: _____ Yrs: _____
- Email: _____ Yrs: _____ Other: _____ Yrs: _____

Please list in detail, any additional skills, training and qualifications you would like us to know when considering you for employment. If you need more space, use the back of this page or an extra sheet of paper to provide more information: _____

PERSONAL REFERENCES

Please list at least 3 personal references in the spaces below. If necessary, use the back of this page or an extra sheet of paper to provide more information.

Name	Title	Relationship	Phone	Email	Yrs Known

APPLICANT'S CERTIFICATION AGREEMENT

1. I understand that I may submit a copy of my resume' and that by submitting a resume' I understand that it will be used only as supporting and additional background information. A resume is not an authorized substitute for a completed employment application. 2. I understand that if I should choose to complete only a portion of the required employment application that the information submitted may not be enough information from which to base any determination on, and, as a result, my application may not receive full consideration for employment. 3. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release Kunes Country Auto Group from all liability that may result from making background investigations. 4. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered. 5. I agree, if I am offered and accept a position, to conform to all existing and future workplace rules, regulations, policies and procedures of Kunes Country Auto Group. 6. I understand and agree that Kunes Country Auto Group reserves the right to change any wage, hours of work and working conditions, in its sole discretion, at any time, as deemed necessary. 7. I understand the employment relationship will be At Will, meaning that either party can end the employment relationship at any time, and for any reason, or no reason. 8. I understand that any employment offer is contingent upon my providing proof of identity and eligibility to work within the United States, within 3 days of my starting date, to conform to the provisions of the Immigration Reform and Control Act of 1986. 9. I have read and reviewed the information contained in pages 1 through 3 of this employment application, and these 8 statements. By signing this employment application I certify that I understand all of the information requested and that I have provided information that is truthful, complete and accurate.

_____ (Applicant Signature)

_____ (Today's Date)

Location

First Name

Last Name