

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, 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			If you are under 18 years of age, 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

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

Service Department

- Service Manager
- Shop Foreman
- Service Advisor
- Mechanic/Technician
- Mechanic Helper
- Body Repair
- Painter
- Car Polisher

Parts Department

- Parts Manager
- Parts Clerk
- Parts Driver

- General Garage Worker
- Lube Tech
- Porter
- Janitor
- Warranty Clerk
- Detailer
- Dealer Trade Driver
- Body Shop Manager

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.
