

# 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 \_\_\_\_\_

### APPLICANT'S 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 an 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 I understand that if my drug screen is positive for any illegal substance, that any offer of employment will be rescinded, or if I have already commenced work, I will be terminated.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 may be 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 for 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, convenient not to sue and release the Company, the entities and individuals contacted 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 mailed 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 also will be provided to me.

I hereby state that all of the information that I provide 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.

I HAVE READ THIS EMPLOYMENT APPLICATION AND I FULLY UNDERSTAND ITS CONTENTS.

Signature of Applicant \_\_\_\_\_

## SOLICITUD DE EMPLEO

### OFRECEMOS IGUALDAD DE OPORTUNIDADES A NUESTROS EMPLEADOS

Esta compañía ofrece igualdad de oportunidades a sus empleados y no discrimina en base a raza, color, credo, religión, sexo, edad, estado civil, nacionalidad, incapacidad, condición de incapacitado o de veterano de la guerra de Vietnam, o cualquier otra discriminación prohibida por las leyes vigentes.

Cargo solicitado \_\_\_\_\_  Jornada completa  Media jornada Fecha \_\_\_\_\_

### DECLARACION DEL SOLICITANTE

Entiendo que esta solicitud no es un compromiso de empleo.

Entiendo que en caso de realizarse una contratación, mi empleo no tendrá duración definitiva y no se tomará en consideración el período de pago de mis salarios. Entiendo, además, que tengo el derecho de renunciar en cualquier momento a mi trabajo sin causa o notificación previa y que la empresa también goza del mismo derecho. Solamente el Presidente de la compañía está autorizado a modificar este vínculo o acordar lo contrario. Toda modificación o acuerdo deberá realizarse por escrito y deberá estar firmado por un agente autorizado.

A petición de la empresa accedo a someterme a cualquier examen físico que incluya, pero no se limite a, pruebas de alcohol y drogas: 1) después de recibida la oferta de trabajo y antes de iniciarse el empleo; y 2) durante el transcurso de mi trabajo, en conformidad con la ley pertinente que incluye pero no se encuentra limitada al decreto Americanos con Incapacitaciones (Americans with Disabilities Act). Autorizo, además, a cualquier profesional médico o laboratorio encargado de realizar dichas pruebas, o a quien posea información referente a mi estado físico o mental, o de otra naturaleza médica, a entregar a la empresa la información requerida. Entiendo que si el resultado de las pruebas determina el uso de sustancias ilegales, la oferta de empleo quedará anulada, o en caso de haber iniciado mi trabajo, seré despedido. Entiendo, además, que antes de la contratación y durante el período de empleo puedan requerirse otras pruebas, tales como tests de personalidad y honestidad, y que la entrega de las mismas será una condición para la contratación o continuación de mi trabajo.

Mediante la presente autorizo a la compañía a contactar a las instituciones académicas, los empleadores pasados y presentes, las agencias gubernamentales, u otras personas o entidades, con el fin de obtener información concerniente a mi ejecución profesional y a mis capacidades para desempeñarme en la posición para la cual estoy solicitando empleo. Autorizo también a revisar mi expediente automovilístico y policial aunque la información obtenida pueda ser perjudicial para mi persona. Prometo no perjudicar ni llevar a juicio, y liberar a la compañía, a las personas, las entidades y sus agentes de toda responsabilidad por posibles daños que pudieran surgir como resultado directo o indirecto de la obtención y uso, divulgación y/o propagación de dicha información.

Entiendo, además, que la compañía podría llevar a cabo una investigación y obtener un informe referente a mi carácter, reputación, características personales y estilo de vida a través de entrevistas a vecinos, amigos o asociados, conocidos o aquellos que pudieran suministrar información relacionada con mi persona. En caso de obtenerse dicho informe entiendo que recibiré una notificación escrita, ya sea por correo o mensajero, en un plazo de tres días a partir de la fecha en la cual la investigación fue solicitada. Esta notificación será un resumen de los derechos estipulados en el Decreto Federal sobre Informes Imparciales de Crédito (Federal Fair Credit Reporting Act), de acuerdo al artículo 1681g(c) de dicho Decreto y a mi derecho de obtener una declaración sobre la naturaleza e intención de la información solicitada en la investigación. Entiendo, además, que el contenido de dicho informe podría impedir mi contratación y que una copia del mismo me será entregada.

Mediante la presente declaro que toda la información suministrada en esta solicitud y en toda entrevista realizada o en respuesta a cualquier petición de información adicional es verdadera y correcta. Entiendo que de haber omitido o suministrado información falsa en esta solicitud, o en respuesta a peticiones de información adicional, la compañía tendrá razón suficiente para rechazar mi solicitud de empleo o para despedirme en caso de haberme contratado, sin tomar en consideración el tiempo transcurrido antes de descubrirse la falsedad u omisión de información. Si en caso de ser contratado se descubriera que la información entregada es falsa, podría resultar en mi despido.

HE LEIDO ESTA SOLICITUD DE EMPLEO Y ENTIENDO COMPLETAMENTE SU CONTENIDO.

Firma del solicitante \_\_\_\_\_

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 live 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

Have you ever worked for this Company before?  Yes  No If yes, please give dates and position: \_\_\_\_\_

Do you have any friends or relatives who are current or former employees of ours?  Yes  No

If yes, Name: \_\_\_\_\_

Do you have a reliable means of transportation to travel to and from work?  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 and 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: (Circle)	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
Address	From (mo./yr.)	Start \$		
City, State, Zip Code	To (mo./yr.)	Final \$	Name of Supervisor	
Telephone				

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Name of Present or Last Employer	Employed	Pay	Position	Reason for Leaving
Address	From (mo./yr.)	Start \$		
City, State, Zip Code	To (mo./yr.)	Final \$	Name of Supervisor	
Telephone				

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

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Please explain any gaps in your employment history: \_\_\_\_\_

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

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**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**

- Accounts Payable
- Accounts Receivable
- Bookkeeper
- Cashier
- Clerical
- Data Entry
- Office Manager

**SALES/LEASING**

- F & I Manager
- Fleet Manager
- Leasing Manager
- Sales Manager
- Sales Person
- Truck Manager
- Used Car Manager

**SERVICE AND REPAIR**

- Body Repair
- Detailer
- Helper
- Mechanic/Technician
- Service Manager
- Service Writer/Advisor
- Shop Foreman

**PARTS**

- Parts Counter
- Parts Driver
- Parts Manager
- Parts Stocker

**ADDITIONAL INFORMATION:** \_\_\_\_\_

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**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