

# APPLICATION FOR EMPLOYMENT

## 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, genetic information, disability, status as a disabled or Vietnam Era Veteran, or on any other basis prohibited by applicable laws.

Position Desired \_\_\_\_\_

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 I understand that if my drug screen is positive for any illegal substance, that any offer of employment will be rescinded, or if I have already commenced work, I will be terminated.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 and my driving record, regardless of whether the information is favorable or unfavorable to me, I promise to hold harmless, covenant 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

### SOMOS UN EMPLEADOR QUE CUMPLE CON LAS LEYES DE IGUALDAD DE OPORTUNIDADES EN EL EMPLEO

Esta compañía es un empleador que ofrece igualdad de oportunidades y no discrimina por motivos de raza, color, credo, religión, sexo, edad, estado civil, origen nacional, información genética, discapacidad, estado de discapacitado o excombatiente de la era de Vietnam, ni por ningún otro motivo prohibido por las leyes aplicables.

Puesto deseado \_\_\_\_\_

Tiempo completo

Tiempo parcial

Fecha \_\_\_\_\_

### DECLARACIÓN DEL SOLICITANTE

Entiendo que esta solicitud no es una promesa de empleo.

Entiendo que, si soy contratado, mi empleo será por un período no definido, independientemente del período de pago de mi salario. Entiendo, además, que tengo el derecho de finalizar mi empleo en cualquier momento con o sin aviso ni motivo, y que la compañía tiene el mismo derecho. Únicamente el presidente de la compañía tiene la autoridad de modificar esta relación o de establecer un acuerdo contrario al presente. Cualquier modificación o acuerdo de dicho tipo debe hacerse por escrito y estar firmado por el agente autorizado.

Acepto someterme a cualquier examen físico, incluido, entre otras cosas, pruebas de alcohol o drogas, que la compañía pueda solicitar: (1) tras una oferta de empleo y antes del comienzo del trabajo; y (2) durante el curso de mi empleo, de conformidad con la legislación aplicable, incluido, entre otras leyes, la Ley sobre Estadounidenses con Discapacidades. Autorizo, además, a cualquier profesional de atención médica o centro de pruebas que realicen dicho examen o que tengan otra información relativa a mi estado físico, mental o médico, a dar a conocer dicha información a la compañía. Entiendo que si mi análisis de drogas da resultado positivo para cualquier sustancia ilegal, cualquier oferta de empleo se rescindirá, o, si ya he empezado a trabajar, se me despedirá. Entiendo también que es posible que deba realizar otras pruebas, como pruebas de personalidad y de honestidad, antes del empleo y durante mi empleo, y que el someterse a dichas pruebas es una condición de empleo y de continuación del empleo.

Por la presente autorizo a la compañía a obtener de las escuelas, universidades, empleadores anteriores y actuales, agencias gubernamentales u otras personas o instituciones a los que contacte, cualquier información en su posesión acerca de mis antecedentes de empleo o cualificaciones para el trabajo que he solicitado y mi registro de conducir, sea o no favorable la información. Prometo eximir de responsabilidad, me comprometo a no demandar y libero a la compañía, a las entidades y a los individuos contactados, así como a sus agentes, de toda responsabilidad que pueda resultar directa o indirectamente o derivarse de la obtención y uso, divulgación o diseminación, de dicha información.

Entiendo también que la compañía podría obtener un informe de investigación del consumidor, incluyendo información tal como mi carácter, reputación general, características personales y modo de vida, obtenido a través de entrevistas personales con mis vecinos, amigos o asociados u otros a quienes conozca o que puedan tener conocimiento de dicha información. Si dicho informe se obtiene, entiendo que se me enviará mediante correo postal o se me entregará un aviso por escrito no más de tres días después de la fecha en que se solicitó el informe en primer lugar, y que este aviso resumirá mis derechos según la Ley federal de Informes Imparciales de Crédito, de conformidad con la sección 1681g(c) de dicha ley, y mi derecho a tener conocimiento de la naturaleza y alcance de la información solicitada en el Informe de investigación del consumidor. Entiendo, además, que si se determina que el contenido de este informe podría descalificarme para la obtención de empleo, se me proporcionará también una copia de este informe.

Por la presente declaro que la información que proporciono en esta solicitud y en cualquier entrevista o en respuesta a otras peticiones de información es verdadera y exacta. Entiendo que cualquier declaración falsa u omisión hecha en relación con esta solicitud, o en respuesta a otras peticiones de información, sería motivo suficiente para el rechazo de mi solicitud o para mi despido si he sido contratado, sin que ello dependa de cuándo se descubra la falsedad u omisión. Si estoy empleado y se descubre más adelante que cualquier parte de dicha información es falsa en cualquier respecto, es posible que se me despida.

**HE LEÍDO ESTA SOLICITUD DE EMPLEO Y ENTIENDO COMPLETAMENTE SU CONTENIDO.**

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

**PERSONAL DATA**

Name \_\_\_\_\_  
 (Print) Last Name First Middle

Present Address \_\_\_\_\_  
 Street and Number City State Zip How long have you lived there? \_\_\_\_\_  
 Years Months

Previous Address \_\_\_\_\_  
 Street and Number City State Zip How long did you live there? \_\_\_\_\_  
 Years Months

Telephone No. \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

Are you legally eligible to work in the United States?  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 working here?  Yes  No

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

Do you have a reliable means of transportation to travel to and from work which will allow you to consistently arrive at work on time?  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

License No. State Expiration Date

Have you been cited for a traffic violation of any kind within the last FIVE years?  Yes  No If yes, please give date and details:

**EDUCATION**

	Elementary					High				College/University				Graduate/Professional			
School Name																	
Years Completed: (Circle)	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study or Major																	
**Describe Specialized Training, Military Experience, Skills, and Extra-Curricular Activities																	

Will you require any accommodation during the course of a job interview?

\*\*Please exclude organizations whose name may suggest the disability, age, race, religion, national origin, or sexual orientation of the applicant.

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

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

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

May we contact your current employer:  Yes  No. If yes, please explain: \_\_\_\_\_

**CHARACTER REFERENCES**

Please list persons who know you well—Not 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**

- Office Manager
- Bookkeeper
- Accounts Receivable
- Accounts Payable
- Payroll Clerk
- Tag/Title Clerk
- Warranty Clerk
- Data Entry
- Cashier

**SALES/LEASING**

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

**SERVICE AND REPAIR**

- Service Manager
- Service Writer/Advisor
- Dispatcher
- Shop Foreman
- Mechanic/Technician
- Electrician
- Helper
- Painter
- Body Repair
- Get Ready

**PARTS**

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

**THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST 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