

APPLICATION FOR EMPLOYMENT

Scoggin-Dickey

Position Desired: _____ Date: _____

PLEASE READ BEFORE FILLING OUT APPLICATION

No question on this application is intended to secure information to be used for a discriminatory purpose, as this company is an equal employment opportunity employer and does not discriminate on the basis of race, color, religion, sex, citizenship, national origin, age, veteran, Reserve, National Guard, marital status, disability, or any other legally protected status.

APPLICANT'S STATEMENT OF UNDERSTANDING AND AUTHORIZATION:

I understand that this application will be given every consideration, but its receipt does not imply that the applicant will be employed.

I understand and authorize the company to obtain a consumer report on my financial and credit record as well as an investigative consumer report whereby information is obtained through personal interviews with neighbors, friends, and others with whom I am acquainted. This investigation includes information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigative consumer report. I give my permission to the company to contact any of the former employers or references shown below to verify the information I have given and I authorize previous employers to release all records of my employment, including assessments of my job performance, ability, and fitness.

I understand that the company may require a Motor Vehicle Record (MVR) report.

I understand that the company reserves the right to require a conditional offer of employment medical examination as well as a periodic physical or medical examination, pre-employment as well as post-employment drug/alcohol test, to the extent permitted by law. I understand that a polygraph (lie detector) examination, to the extent permitted by law, may be given by the company during employment.

I hereby state that the information given by me in this application is true in all respects, and I agree that if I am employed and the information is found to be false in any respect that I may be dismissed.

Should I be employed I understand that such employment will not result in an employment contract for any specific term.

Signature of Applicant: _____ Date: _____

I. PERSONAL DATA

Name: _____ Social Security No.: _____
(PRINT) Last Name First Name Middle

Present Address: _____
Street and Number City State Zip Code

Home or Nearest Telephone No.: _____ Emergency Phone No.: _____

Email Address: _____

Are you over the age of 18? Yes [] No [] If no, employment is subject to verification that applicant is of minimum legal age.

Are you legally authorized to work in the United States? Yes [] No []

If a drivers license is required for the position for which you are applying, do you have a valid drivers license? Yes [] No [] _____
State Number Expiration Date

Personal Data Continued...

Are there any restrictions on your driver's license? Yes [] No []

Do you hold any other operator's permits? Yes [] No []

Do you hold a commercial driver's license? Yes [] No []

Have you ever been convicted of a felony, excluding a traffic violation? Yes [] No []

A conviction does not automatically mean you will not offered a job. What you were convicted, the circumstances surrounding that conviction, and how long ago the conviction occurred, are important. Please give all the facts:

If a driver's license is required for the position for which you are applying, have you ever been convicted of a DWI (Driving While Intoxicated) or a DUI (Driving Under the Influence)? Yes [] No []

If yes, give a date and details of each conviction: _____

Do you currently have more than ONE violation on your driving record? Please list what citations you have been issued within the last 3 years, that would show up on your driving record. _____

If a surety bond is required for the position for which you are applying, have you ever been refused a surety bond? Yes [] No [] If yes, state the reason and date: _____

II. EDUCATION

List all education and training

Classification	Name and Location	Major Studies	Diploma/Degree
College			
Business School			
Vocational			
High School			
Other			

Please provide any additional information such as special skills, training, management experiences, equipment operation, or qualifications you feel will be helpful to us in considering your application:

III. CHARACTER REFERENCES

Name	Occupation	Address (Street, City, State)	Telephone Number	Number of Years Know

IV. RECORD OF PREVIOUS EMPLOYMENT

List names of employers in consecutive order with present or last employer listed first. Account for any gaps and any period of unemployment. IF self-employed, give firm name and supply business references. PLEASE GIVE MONTH AND YEAR.

Name of Present or Last Employer	Employed	Pay Rate	Employee's Title	Reason for Leaving

Name of Present or Last Employer	Employed	Pay Rate	Employee's Title	Reason for Leaving

Name of Present or Last Employer	Employed	Pay Rate	Employee's Title	Reason for Leaving

Name of Present or Last Employer	Employed	Pay Rate	Employee's Title	Reason for Leaving

Name of Present or Last Employer	Employed	Pay Rate	Employee's Title	Reason for Leaving

Explain any gaps in your employment history set forth above: _____

If considered, how soon could you report to work: _____

Type of employment: ☐ Full Time ☐ Part Time ☐ Temporary Rate of pay expected? _____

What days and hours if part-time? Days _____ Hours _____

Are you presently employed? _____ If yes, why do you desire to make a change? _____

How long have you worked in automobiles? _____ What makes of cars do you know best? _____
Have you been certified by the National Institute of Automotive Service Excellence (NIASE)? Yes ☐ No ☐ If yes, in what areas? _____

Have you ever worked for this company before? Yes ☐ No ☐ If yes, give dates and positions held: _____

V. GENERAL INFORMATION - Actual experience in any of the following, please check.

REPAIR AND SERVICE

☐ Service Manager ☐ Body Person
☐ Shop Foreman ☐ Paint Person
☐ Machinist ☐ Helper
☐ Mechanic ☐ Radio
☐ Mechanic Helper ☐ Trimmer/Upholster
☐ Electrician ☐ Polisher

PARTS DEPARTMENT

☐ Motorcycle ☐ Parts Manager
☐ Car Washer ☐ Parts Clerk
☐ Lubrication Person ☐ Parts Delivery
☐ Porter
☐ Janitor

SALES DEPARTMENT

☐ Sales Manager ☐ Truck Salesperson
☐ New Car Salesperson ☐ Fleet Salesperson
☐ Used Car Salesperson ☐ Finance and Insurance Manager

OFFICE

☐ Office Manager ☐ Clerk
☐ Bookkeeper ☐ _____
☐ Secretary

APPLICANT'S CERTIFICATION

I certify that the information contained in the application is correct to the best of my knowledge and understand that falsification of this information is a ground for dismissal. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I agree to conform to the rules and regulations of the Company. I understand that if any offer of employment is extended that it is conditioned upon completing the Federal I-9 form and providing documents establishing identity and work authorization. I understand that my employment application and any other company documents are not promises of employment. I understand that my employment can be terminated without cause, at any time, at the option of either the company or myself. I understand that no manager or representative of the Company, other than the president, has the authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Signature: _____ Date: _____

**APPLICANT: Do Not Write Below This Line
RECORD OF EMPLOYMENT**

Employed _____ Assigned
to _____
(Date)

Basis of Pay _____

USE THIS SPACE FOR HISTORY, JOB ASSIGNMENTS, PAY CHANGES, ETC.

REASON FOR TERMINATION