



Application Date: _____

Employment Application

(Please Completely Answer All Questions)

Our company (Tuffy Tire & Auto Service and T.A.C.) fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, genetic information, disability, or any other basis prohibited by federal, state or local law. In accordance with requirements of the Americans with Disabilities Act and applicable federal, state and/or local laws, it is our policy to provide reasonable accommodation upon request during the application process to applicants in order that they may be given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, we intend to comply fully with applicable federal, state and/or local employment laws and the information requested on this application will only be used for purposes consistent with those laws. To the extent required by applicable law, The Company maintains a smoke-free workplace.

Position

Position You Are Applying For		Available Start Date		Desired Pay	
Employment Desired			Shift Preference:		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary			<input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third		
Are there any days, shifts or hours you will not work?		Yes <input type="checkbox"/> No <input type="checkbox"/>		<i>It is not necessary to identify unavailability for work because of religious observance or practice or any other protected classification. Subsequent to any job offer, we will consider whether a reasonable accommodation can be made.</i>	
If Yes, please explain:			Will you work overtime if required? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you ever applied or worked for the Company before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide dates: _____					
How did you learn about us? Online job posting <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk In <input type="checkbox"/>					

Personal Information

Name		Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Address		City		State	Zip
Phone Number	Mobile Number	Email Address			
If selected for employment, are you willing to submit to a Pre-Employment Drug Screening Test and Background Check?		Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you 18 years old or older? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(This information will be used only for child labor law purposes.)</i>	
Are you legally authorized to work in the US?		Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?			
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			

Note: The Federal Immigration and Reform and Control Act of 1986 requires that a DHS Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

Education

School Name	Location	Years Attended	Degree Received	Major

Employment History

(List most recent job first.)

Employer (1)		Job Title		Dates Employed
Address		City	State	Zip
Work Phone	Immediate Supervisor Name and Title		Reason for Leaving	
Summary of Responsibilities				

Employer (2)		Job Title		Dates Employed
Address		City	State	Zip
Work Phone	Immediate Supervisor Name and Title		Reason for Leaving	
Summary of Responsibilities				

Employer (3)		Job Title		Dates Employed
Address		City	State	Zip
Work Phone	Immediate Supervisor Name and Title		Reason for Leaving	
Summary of Responsibilities				

Employer (4)		Job Title		Dates Employed
Address		City	State	Zip
Work Phone	Immediate Supervisor Name and Title		Reason for Leaving	
Summary of Responsibilities				

Employer (5)		Job Title		Dates Employed
Address		City	State	Zip
Work Phone	Immediate Supervisor Name and Title		Reason for Leaving	

Summary of Responsibilities

Military	(Complete only if you served in the military)
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Branch of Service	Number or Years / Months in Service	Rank at Discharge	Date of Discharge
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Describe any military skills, training or experience you believe are relevant to the job you applied for:

Professional References	(Please list three individuals unrelated to you with whom you have worked who know your qualifications for this position.)
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Name	Title	Company	Phone

Applicant's Acknowledgement:

I certify that the answers given herein and during the entire application process (including but not limited to information provided in resumes, attachments to this application, interviews or otherwise (if applicable)) are true and complete to the best of my knowledge.

I understand that any misrepresentations, omissions of facts or incomplete answers during the application process may disqualify me from further consideration for employment. I further understand that, if employed, and misrepresentations or omissions of facts during the application process may be cause for my dismissal at any time without prior notice.

I consent to and authorize Tuffy Tire & Auto Service, T.A.C. and ADP TotalSource® to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give Tuffy Tire & Auto Service, T.A.C. or ADP TotalSource (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive and actions which I may have against either party(ies) for providing a good faith reference.

I expressly agree and understand that, if employed, my employment is not for a specific term, is based on mutual consent and may be terminated by me or Tuffy Tire & Auto Service, T.A.C. or ADP TotalSource with or without notice or cause at any time. I further understand that no oral promise, employer policy, custom, business practice or other procedure (including the basic employment policies, personnel handbook or any personnel manuals) constitutes an employment contract or modification of the at-will- employment relationship between me and Tuffy Tire & Auto Service, T.A.C. or ADP TotalSource.

I also understand that my at-will employment status with Tuffy Tire & Auto Service or T.A.C. may only be altered in an individual case or generally in a writing signed by the owner, President or CEO of Tuffy Tire & Auto Service or T.A.C. and that my at-will status with ADP TotalSource may only be altered in an individual case or generally in a writing signed by the President of ADP TotalSource.

I understand that I may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests; take a driver's examination or take a pre-employment drug test. If I am offered employment or start work before any required test is completed, I understand that my employment is contingent on a satisfactory result on all required tests. I authorize Tuffy Tire & Auto Service, T.A.C. and ADP TotalSource to release the results of my pre-employment drug/alcohol test (if any), any information on this application and any relevant information about me to each other and to other ADP TotalSource clients for whom I have applied for employment, and release Tuffy Tire & Auto Service, T.A.C. or ADP TotalSource and its clients from any and all claims

related to the lawful release of this information. I further authorize the release of any background check results and of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document.

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print)

Signature

Date

JOB DESCRIPTION

We are looking for experienced Automotive Technicians who have a wide variety of experience in a similar role. The A Tech Mechanic must have over 3 years of experience, while the B Tech must have at least 1-3 years of experience. We would like our C Tech Mechanics to have at least some level of experience as well. Our facility is a high-volume shop that sees many cars per month. Because of this, we need hard-working Automotive Technicians who are high energy and have the ability to multi-task and handle several ongoing repairs at the same time.

Automotive Technician positions come with different responsibilities. In general, techs will be responsible for utilizing vehicle maintenance expertise to perform vehicle repair and maintenance work as assigned and in accordance with dealer and factory standards.

Specifically, the Entry Level C Tech Mechanic is a role that only requires knowledge and expertise of general automotive repair tasks, such as changing oil, changing/rotating tires and other routine maintenance. The A and B Tech Mechanics both have a strong knowledge of and experience with all types of automobile repairs and will be responsible for the following duties:

- Performing work as outlined on repair order with efficiency and accuracy
- Diagnosing the cause of any malfunction and performing appropriate repairs
- Keeping your shop area neat/clean and being able to account for tools at all times
- Road testing vehicles to ensure quality of repair
- Documenting work performed on repair order

PHYSICAL DEMANDS

While performing the duties of this job, employees are regularly required to stand, walk, climb, sit, balance, stoop, kneel, crouch or crawl. They are also required to use their hands to finger, handle, feel or reach. Employees are regularly required to lift up to 25 pounds, frequently required to lift up to 50 pounds and occasionally required to lift up to 100 pounds. The vision requirements include: close vision, distance vision, peripheral vision and color vision.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places, toxic or caustic chemicals and risk of electrical shock. The noise level in the environment is loud.

I certify that I have read, understand and agree that I can meet the above criterion, with or without accommodation.

Applicant's Signature

Date