



*Application Date*

## Application for Employment

Our company ("Company") 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 state laws, it is our policy to provide reasonable accommodation upon request during the application process to eligible 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 and State 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.

**Instructions:** Please print. Be sure to answer all questions. If a question does not apply to you, answer with "no" or "not applicable" (N/A). **Do not substitute a resume for the information requested.**

<b>Position applied for:</b>	<b>Shift preference (if applicable)</b>	<b>Status preference</b> <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Either
<b>How did you learn about us?</b> <input type="checkbox"/> Online job posting <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-In <input type="checkbox"/> Other:		<b>Minimum salary requirement</b>
<b>Have you worked with this company before?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, provide location(s) and dates</b>	
<b>Date you will be available if offered employment</b>	<b>Are you available for out of town work?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Are you available to work overtime, if required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**Have you applied for work with this company before?** ☐ Yes ☐ No

## General Information

<b>Last name</b>	<b>First</b>	<b>Middle</b>	<b>If you are under age 18, please list age here (used for child labor law purposes):</b>																									
<b>Present address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>																								
<b>Telephone number and area code</b>		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		<b>How long?</b> <b>Do you have a valid driver's license?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																								
<b>Email address (optional)</b>																												
<b>Are you legally authorized to work in the United States?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																												
<b>Have you ever served in the U.S. Armed Forces?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Branch</b>		<b>Length of Service</b> From To																									
<b>List both current and inactive professional licenses and registrations</b> <table border="1"> <thead> <tr> <th>Type</th> <th>State</th> <th>Number</th> <th>Date Issued</th> <th>Expiration Date</th> <th>Status</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Type	State	Number	Date Issued	Expiration Date	Status																		
Type	State	Number	Date Issued	Expiration Date	Status																							
<b>Have you ever received sanctions, been on probation or had limitations on any of your professional licenses or registrations?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>If yes, please explain:</b>																									
<b>Please explain any gaps in your employment history:</b>			<b>Did you receive any discipline in your last 12 months of active employment with your previous employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																									
<b>Have you ever been terminated from or asked to resign from a position?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If yes, name of employer and date</b>																										

## Employment History

Cover all current and previous employment, including jobs held while in school or in the military. Start with your present or last position and list backwards in chronological order. Please answer all questions and explain all periods of unemployment. **Do not substitute a resume for the information requested.**

	Name and address of employer	Dates employed		Positions held	Salary	
		From Month/Year	To Month/Year		Starting	Leaving
1.						
				Reason for leaving?		
2.						
				Reason for leaving?		
3.						
				Reason for leaving?		
4.						
				Reason for leaving?		
5.						
				Reason for leaving?		
6.						
				Reason for leaving?		

May we contact your current employer? ☐ Yes ☐ No

## Education History

Education	Name and location of institution	Highest grade/year completed	Did you graduate?	If you graduated, what was your degree and major	Dates attended
High school and/or G.E.D.		9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	Major Study	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Major	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Major	
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Major	
Other institutions attended			<input type="checkbox"/> Yes <input type="checkbox"/> No	Major	

## References

Name, Title	Address	Phone Number	Relationship

## Activities

Current or past membership in civic, professional or other organizations of which you would like us to be aware:

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You must answer the questions below unless specifically otherwise noted below. Please review the information prior to answering. When answering the following questions, you may exclude any records expunged, annulled, sealed, discharged, dismissed, erased under first-offender law or otherwise eradicated by statute or court order.

Has your driver's license ever been suspended or revoked? ☐ Yes ☐ No

If yes, please explain:

Have you ever been convicted of a felony within the last seven years? ☐ Yes ☐ No

If you checked "Yes," please explain. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation (attach additional sheets if necessary):

## APPLICANT'S ACKNOWLEDGMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document may be cause for my dismissal at any time without prior notice. I consent to and authorize the Company 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 the Company (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 any 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 THE COMPANY 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 THE COMPANY. I ALSO UNDERSTAND THAT THIS ASPECT OF MY EMPLOYMENT WITH THE COMPANY MAY ONLY BE ALTERED WITH A WRITTEN AUTHORIZATION SIGNED BY AN OFFICER OF THE COMPANY.**

I understand that applicants for certain positions 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; submit to a background investigation or take a pre-employment drug test. If I am offered employment or start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests. I authorize the Company to release the results of background checks (if any) and my pre-employment drug/alcohol test (if any), any information on this application and any relevant information about me, and release the Company 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 I have read, understand and agree with the above.

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***Applicant's Signature***

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***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 and clean, and being able to account for tools at all times
- Ensuring that customer vehicles are kept clean
- 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. Employee 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.

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***Applicant's Signature***

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***Date***