

APPLICATION FOR EMPLOYMENT

Personal Data

Please print in dark ink or type			Date
Last Name	First Name	Middle Name	Social Security Number
Present Address	City/State/Zip		Telephone (Home)
Previous Address	City/State/Zip		Telephone (Business)
Are you authorized to be legally employed in the U.S.A.? YES NO			Are you at least 18 years of age? YES NO
Proof of Citizenship or Immigration Status will be required upon employment.			
Do you have a valid drivers license? YES NO	State of Issue		How would you get to and from work?
If yes, drivers license number:			
List any traffic citation(s) / conviction(s) you have had in the last three years.			

Job Interests

Position applying for or type of work			Are you interested in Full time Temporary Part-time Summer
Date Available to Start	Days Available	Hours Available	Salary Desired \$ Per
Have you ever been employed by Autoworks? YES NO			
If yes, when?		Where?	
Have you ever applied for employment with Autoworks? YES NO			
If yes, when?		Where?	
Do you have any relatives (exclude spouse) employed with Autoworks? YES NO			
If Yes, give name and location where they work:			
How did you learn of employment opportunities within Autoworks?			

Security Information

Please provide accurate and complete information in response to the following question. This information will be taken into account in the employment process but a yes to the question may not necessarily disqualify you for employment. **The information supplied in this section will be verified and you may be dismissed or not hired based on any false or inaccurate data.**

In the last seven years, have you been convicted of or pleaded guilty to a crime or other offense? YES NO
If you answered Yes to the above question, give offense(s) convicted of, date of conviction, and state and county where conviction took place. Include final sentence/disposition.

Education

Name and Address of School	From	To	Course Major	Grade Average	Grade Average In Major	Graduation Information
High School						Did you graduate? YES NO
College or University						Degree and Date Received
Graduate School						Degree and Date Received
Other Schools (Vocational, Technical)						Degree and Date Received
List scholastic honors, societies, and other school activities (exclude those which indicate race, creed, religion, color, sex, age, or national origin.)						
List any certifications, licenses or languages, etc.						

General Information

Give dates and reasons for any lapse in time unaccounted for in work experience.
To ensure we can verify information on your application, list any previous names you have used at previous employment or educational facilities.

Please include any other job related information you think would be helpful to us in considering you for employment, such as additional work experience, activities, accomplishments, volunteer work experience, etc. If additional space is needed, attach an extra sheet.

References

Check One	Name	Occupation	Years Acquainted	Telephone
Professional.				
Personal				
Professional				
Personal				
Professional				
Personal				
Professional				
Personal				

Work Experience

Start with present or last employer. Include military service, volunteer work and summer/part time. Please list any additional employers on a separate sheet of paper. Complete all items, even if you have provided us with a resume.

Company Name		Telephone	Supervisor
Address		City/State/Zip	
Dates employed: From / / To / /	Hours per week	Salary	
Reason for leaving or seeking other employment		May we contact your present employer about your work? YES NO	
Your title and duties:			
Company Name		Telephone	Supervisor
Address		City/State/Zip	
Dates employed: From / / To / /	Hours per week	Salary	
Reason for leaving or seeking other employment		May we contact your present employer about your work? YES NO	
Your title and duties:			
Company Name		Telephone	Supervisor
Address		City/State/Zip	
Dates employed: From / / To / /	Hours per week	Salary	
Reason for leaving or seeking other employment		May we contact your present employer about your work? YES NO	
Your title and duties:			
Company Name		Telephone	Supervisor
Address		City/State/Zip	
Dates employed: From / / To / /	Hours per week	Salary	
Reason for leaving or seeking other employment		May we contact your present employer about your work? YES NO	
Your title and duties:			
Company Name		Telephone	Supervisor
Address		City/State/Zip	
Dates employed: From / / To / /	Hours per week	Salary	
Reason for leaving or seeking other employment		May we contact your present employer about your work? YES NO	
Your title and duties:			

Technical Skills

Please indicate any actual experience you possess in the following categories:

Accounts Receivable	Management	Auto Body Repair
Accounts Payable	Service Writer	Vehicle Clean up
Clerk	Mechanic/Technician	Wood/Metal working
Customer Service	Electrician	Data Entry
Sales	Helper	Microsoft Office
Cashier	Painter	Other, Please specify.

Please Read Carefully

Examine application before signing to see that you have answered every item.

I certify that the facts set forth in this employment application (and any accompanying resume) are accurate and complete to the best of my knowledge. I understand that any falsification, inaccuracies or omission(s) of information on this application may be grounds for refusal to hire or immediate discharge and that the company shall not be liable in any respect if my employment is so denied or terminated.

I authorize the Company to verify the information contained in this application and to make an investigation of my personal or employment history. I also authorize any former school, employer, person, firm, corporation or government agency to give the Company any information they may have about me. In consideration to the Company's review of this application, I release the Company and all providers of information from any liability as a result of furnishing and receiving this information.

I further agree that, if employed, I will comply with Company rules and understand that either the Company or I can terminate my employment at any time for any reason. I understand that no recruiter, interviewer or other representative of the Company other than the owner has authority to enter into any agreement for employment for any specified period of time, and that Company policies, guides, manuals and handbooks which may be in effect from time to time shall not constitute or imply an agreement or contract between me and the Company.

Signature _____ Date _____

Do Not Write Below This Line

Drug and Alcohol Test	Transcript Authorization/Verification	D.M.V. Record Reviewed
Consent Forms to Loss Prevention	Employment References Checked	Personal References Checked
Employment Eligibility Verif (I-9)	Non-Disclosure Agreement	Tax Withholding Forms

Date of Interview _____ By _____

Date of Employment _____ Time _____

Job Title _____ Location/Dept. _____

Hiring Manager _____ Phone _____

Employee Number _____ Salary _____