

APPLICATION FOR EMPLOYMENT

OUR POLICY IS TO RECRUIT, HIRE, TRAIN, PROMOTE, TRANSFER, AND COMPENSATE OUR EMPLOYEES AND PROVIDE ALL OTHER CONDITIONS OF EMPLOYMENT INCLUDING COMPANY SPONSORED BENEFITS WITHOUT REGARD TO RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, AGE, SEX (INCLUDING PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS), GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, LAWFUL ALIEN STATUS, SEXUAL ORIENTATION, PHYSICAL OR MENTAL DISABILITY, CITIZENSHIP STATUS, VETERAN STATUS, EMPLOYMENT STATUS, OR ANY OTHER BASIS PROHIBITED BY APPLICABLE LAW.

PLEASE PRINT CLEARLY AND PROVIDE ALL REQUESTED INFORMATION

If you believe you require a reasonable accommodation to complete this form, to participate in an interview, or any other aspect of the hiring process, please let us know.

Name (Please print - first, middle, last) _____ Email: _____

Other Names Used (including previous last names) _____

Home Telephone Number _____ Cell Phone Number _____

Present Address _____ City _____ State _____ Zip _____ From _____ To _____

Previous Address _____ City _____ State _____ Zip _____ From _____ To _____

Position Desired _____ Full Time ☐ Part Time ☐ Wages Desired _____

Date you can start work _____ How did you learn about this job? _____

Please list any hours/days you are not available to work: _____

Business needs may require any or all of the following: extension of hours, a rotating work schedule, Saturday hours, and overtime.
Hiring decisions may be made based on your availability as described above.

Have you previously signed a non-disclosure, non-compete, or confidentiality and non-solicitation agreement with your current employer or any past employer? Yes ☐ No ☐

If yes, explain: _____

Ever applied to this Company before? Yes ☐ No ☐ What Department? _____ When? _____

If related to anyone in our employ, give name and relationship _____

Are you legally qualified to work in the United States? Yes ☐ No ☐

Do you have a valid unrestricted operator's license? Yes ☐ No ☐ Do you own/lease a car? Yes ☐ No ☐

State _____ Driver's License Number _____

Has your operator's license ever been suspended, revoked or restricted? Yes ☐ No ☐ If yes, when and why? _____

Have you been in an auto accident in the past three years? Yes ☐ No ☐

Have you ever been refused surety bond? Yes ☐ No ☐ If yes, when and why? _____

Have you ever been convicted of a crime? Yes ☐ No ☐ If yes, describe in full _____

Have you ever been discharged or asked to resign from a position? Yes ☐ No ☐ If yes, when and why? _____

Are you on a lay-off and subject to recall? Yes ☐ No ☐

If hired, is there anything which would prevent you from reporting to work each day on time to perform your job duties? Yes ☐ No ☐

If you are under 18, can you furnish a work permit? Yes ☐ No ☐

WORK TIME LOST LAST YEAR DUE TO TARDINESS OR
ABSENTEEISM

BRANCH OF MILITARY SERVICE, IF ANY

RANK:

____ HOURS _____ DAYS

DATES OF SERVICE:

SHOW ACTUAL EXPERIENCE BY CHECKING THE FOLLOWING

- | | | | | | |
|---|--|---|--|--|--|
| ☐ Service Mgr | ☐ Bodyman | ☐ Lubrication | ☐ Porter | ☐ Office Clerk | ☐ Used Car Salesperson |
| ☐ Parts Manager | ☐ Painter | ☐ New Car Prep. | ☐ Maintenance | ☐ Phone Op./Recept. | ☐ New Car Salesperson |
| ☐ Sales Manager | ☐ Mechanic | ☐ Washer/Polish. | ☐ Cashier | ☐ Computer Operator | ☐ Truck Salesperson |
| ☐ Office Manager | ☐ Helper | ☐ Parts Counter | ☐ Biller | ☐ Warranty Clerk | ☐ Finance/Ins. Person |
| ☐ Body Shop Mgr | ☐ Tower Op. | ☐ Parts Clerk | ☐ Acc. Pay/Rec. | ☐ Bookkeeper | ☐ Business Development Center |
| ☐ Shop Foreman | ☐ Service Advisor | ☐ Parts Driver | ☐ Sec./Typist | ☐ Messenger | ☐ Other: _____ |

If applicable, check in which areas of repair you are certified by the Michigan Department of State:

- | | | |
|--|---|---|
| ☐ Engine tune up | ☐ Front end and steering systems | ☐ Manual transmission and/or axles |
| ☐ Engine repair | ☐ Automatic transmission | ☐ Heating and air conditioning |
| ☐ Brakes, braking systems | ☐ Electrical systems | ☐ Collision - repair |

Michigan Mechanic's Certification # _____ Expiration Date _____

Have you been certified by the National Institute for Automotive Service Excellence? Yes ☐ No ☐ Any notice of non-compliance? Yes ☐ No ☐
If yes, what areas? _____