

Employment History

List all periods of employment, self-employment, U.S. Military service, and verifiable volunteer work beginning with your present or most recent job. **Please print clearly.** If you need additional space, please list information on the back of this application.

Present/Most Recent Employer:		Type of Business:	
Address:		Phone Number:	
Employment Dates: From _____ To _____		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Pay:		Reason for Leaving:	
Job Title:	Name and Job Title of Supervisor:		
Description of Job Duties:			
If presently employed, why do you wish to change employers?			
Suppose we were to call your supervisor at your present or most recent job . . .			
How would he or she describe your job performance?		<input type="checkbox"/> Outstanding <input type="checkbox"/> Above average <input type="checkbox"/> Average <input type="checkbox"/> Somewhat below average <input type="checkbox"/> Poor	
How would he or she describe your attendance record?		<input type="checkbox"/> Never missed a day <input type="checkbox"/> 1 to 2 days a year <input type="checkbox"/> 3 to 5 days a year <input type="checkbox"/> 6 to 10 days a year <input type="checkbox"/> More than 10 days a year	
How often would he or she say you were late for work?		<input type="checkbox"/> Never late <input type="checkbox"/> 1 to 2 days a year <input type="checkbox"/> 3 to 5 days a year <input type="checkbox"/> 6 to 10 days a year <input type="checkbox"/> More than 10 days a year	
2 nd Most Recent Employer:		Type of Business:	
Address:		Phone Number:	
Employment Dates: From _____ To _____		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Pay:		Reason for Leaving:	
Job Title:	Name and Job Title of Supervisor:		
Description of Job Duties:			

Employment History (continued)

Suppose we were to call your supervisor at your second most recent job . . .

How would he or she describe your job performance?

Outstanding
 Above average
 Average
 Somewhat below average
 Poor

How would he or she describe your attendance record?

Never missed a day
 1 to 2 days a year
 3 to 5 days a year
 6 to 10 days a year
 More than 10 days a year

How often would he or she say you were late for work?

Never late
 1 to 2 days a year
 3 to 5 days a year
 6 to 10 days a year
 More than 10 days a year

3rd Most Recent Employer:

Type of Business:

Address:

Phone Number:

Employment Dates: From _____ To _____

May we contact? YES NO

Pay:

Reason for Leaving:

Job Title:

Name and Job Title of Supervisor:

Description of Job Duties:

Suppose we were to call your supervisor at your third most recent job . . .

How would he or she describe your job performance?

Outstanding
 Above average
 Average
 Somewhat below average
 Poor

How would he or she describe your attendance record?

Never missed a day
 1 to 2 days a year
 3 to 5 days a year
 6 to 10 days a year
 More than 10 days a year

How often would he or she say you were late for work?

Never late
 1 to 2 days a year
 3 to 5 days a year
 6 to 10 days a year
 More than 10 days a year

Employment History (continued)

4 th Most Recent Employer:		Type of Business:
Address:		Phone Number:
Employment Dates: From _____ To _____		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
Pay:		Reason for Leaving:
Job Title:	Name and Job Title of Supervisor:	
Description of Job Duties:		
5 th Most Recent Employer:		Type of Business:
Address:		Phone Number:
Employment Dates: From _____ To _____		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
Pay:		Reason for Leaving:
Job Title:	Name and Job Title of Supervisor:	
Description of Job Duties:		
6 th Most Recent Employer:		Type of Business:
Address:		Phone Number:
Employment Dates: From _____ To _____		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
Pay:		Reason for Leaving:
Job Title:	Name and Job Title of Supervisor:	
Description of Job Duties:		
7 th Most Recent Employer:		Type of Business:
Address:		Phone Number:
Employment Dates: From _____ To _____		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
Pay:		Reason for Leaving:
Job Title:	Name and Job Title of Supervisor:	
Description of Job Duties:		

Technical Experience - Technician Only
Only complete this page if you are applying for a Technician position.

This section lists skill areas associated with technician jobs. 1) Think about your performance in each area, and match it with the rating scale shown below. 2) Enter your rating (1-4) for each area in the columns to the right of each area.

- 1 = **NO EXPERIENCE** in this area.
- 2 = **LOW LEVEL OF EXPERIENCE** - Basic knowledge of this area. Can perform basic tasks (i.e., maintenance inspection, remove and replace components).
- 3 = **MODERATE LEVEL OF EXPERIENCE** - Full understanding of this area. Can effectively perform all standard tasks (i.e., more difficult maintenance, including disassembly, reassembly, adjustment or calibration; repair and overhaul components; and determine the causes of common system malfunctions).
- 4 = **HIGH LEVEL OF EXPERIENCE** - Complete understanding of unique aspects and operation of this area, including relationship to other systems. Can effectively perform standard as well as complex tasks (i.e., use troubleshooting equipment to resolve complex system malfunctions). This also includes the ability to train people who are at lower levels of knowledge or experience.

Technical Experience Areas	Rating (1-4)	Technical Experience Areas (continued)	Rating (1-4)
1. Performing oil changes and lube		9. Servicing automatic transmissions	
2. Performing battery diagnostics		10. Servicing manual transmissions, front and rear axles	
3. Completing tire mounting, balancing, and rotation		11. Servicing electrical systems	
4. Repairing/replacing belts and hoses		12. Servicing ABS brakes	
5. Repairing/replacing shocks and struts		13. Performing engine tune-ups	
6. Servicing basic braking systems		14. Completing minor engine repair	
7. Servicing heating and air conditioning		15. Completing major engine repair	
8. Servicing front end suspension and steering			

Certifications - Technician Only

This section contains areas in which you may have received technical certifications. Record whether your certification is State or ASE and fill in the expiration date. If you have certifications in other areas, please enter them on the next page under Additional Qualifications.

Technical Areas	State	Exp. Date	ASE	Exp. Date
A. Electrical/electronic systems				
B. Brakes				
C. Heating and air conditioning				
D. Steering and suspension				
E. Manual drivetrain and axles				
F. Automatic transmission/transaxle				
G. Engine performance				
H. Engine repair				

Periods of Unemployment

Account for all periods of unemployment of six months duration or more since you left school until the present time.

FROM: TO: What did you do during this time that prepared you for the job for which you are applying?

Mo./Yr. Mo./Yr.

Mo./Yr. Mo./Yr.

Mo./Yr. Mo./Yr.

Additional Qualifications

Other than what you have already listed, what knowledge, special skills, additional technical expertise, certifications and/or individual capabilities do you have which helped prepare you for the position for which you are applying?

List any job-related or other special recognition you have received (e.g., awards, community recognition, etc.).

Have you been convicted of a felony (excluding any record or conviction that has been judicially sealed, expunged, eradicated, or dismissed)? If yes, please describe: YES NO

Date available to begin work:

List hours and days you are available to work:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FROM							
TO							

Candidate Statement

I have answered all questions to the best of my ability. If employed, I realize false information will be grounds for dismissal. I authorize any necessary inquiries as to my character, reputation, and ability and release those supplying any information from all liability. I understand that upon an offer of employment, I will be required to pass a drug test prior to employment. Also, I understand that upon an offer of employment, I may be required to pass a physical examination and provide proof of eligibility to work (legal work status).

By signing my name below, I understand that nothing contained in this application is intended to create an employment contract between the dealership and myself. Should this application result in my employment, I will be employed at will. This means that I have a right to terminate my employment at any time and for any reason and the dealership retains a similar right.

I hereby acknowledge that I have read and understand each of the above statements. This application is the exclusive, final, and complete agreement between me and the dealership regarding the length of my employment and the termination thereof.

Signature of Candidate:

Date: