



# Employment Application

## Personal Data

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

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Position Applying For: \_\_\_\_\_

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Social Security Number: \_\_\_\_\_

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Address: \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Home Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

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Do you have a valid driver's license? **Yes**  **No**  License No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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Do you have adequate transportation to and from work? **Yes**  **No**

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Have you been cited for a traffic violation of any kind within the last FIVE years? **Yes**  **No**   
**If yes, please give date and details:**

\_\_\_\_\_

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Who were you referred by?

\_\_\_\_\_

## Education

Education	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diplomas or Degrees				
Describe Course of Study or Major				
Describe Specialized Training, Military Experience, Skills & Extracurricular Activities				

## Record of Previous Employment

Please list the names of your previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If you were self-employed, give the business name and supply business references. Attach extra pages if necessary.

Present or Last Employer	Employed	Salary	Your Title or Position	Reason for Leaving
Address	From (mo./yr.)	Start		
City, State, Zip	To (mo./yr.)	Final		
Telephone			\$	
Previous Employer	Employed	Salary	Your Title or Position	Reason for Leaving
Address	From (mo./yr.)	Start		
City, State, Zip	To (mo./yr.)	Final		
Telephone			\$	
Previous Employer	Employed	Salary	Your Title or Position	Reason for Leaving
Address	From (mo./yr.)	Start		
City, State, Zip	To (mo./yr.)	Final		
Telephone			\$	
Previous Employer	Employed	Salary	Your Title or Position	Reason for Leaving
Address	From (mo./yr.)	Start		
City, State, Zip	To (mo./yr.)	Final		
Telephone			\$	
Previous Employer	Employed	Salary	Your Title or Position	Reason for Leaving
Address	From (mo./yr.)	Start		
City, State, Zip	To (mo./yr.)	Final		
Telephone			\$	
Previous Employer	Employed	Pay	Your Title or Position	Reason for Leaving
Address	From (mo./yr.)	Start		
City, State, Zip	To (mo./yr.)	Final		
Telephone			\$	

## References

List professional references who are familiar with the quality of your work, have worked directly with you, and have known you for at least two years.

Name	Occupation	Address	Telephone	Years Known

## Additional Information

Have you ever been terminated or asked to resign from any job?      Yes       No   
If yes, explain the circumstances:

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Please explain any gaps in your employment history:

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May we contact your most current employer?      Yes       No

Have you ever pled guilty or "no contest" to, or been convicted of a misdemeanor or felony?      Yes       No   
If yes, give details and dates of each:

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Have you been arrested for any matter for which you are out on bail or on your own recognizance pending trial?

Yes       No

## Experience

Please indicate actual work experience you have in any of the following areas or positions:

Administration	Sales	Production	Other
<input type="checkbox"/> Office Manager <input type="checkbox"/> Bookkeeper <input type="checkbox"/> Accounts Receivable <input type="checkbox"/> Accounts Payable <input type="checkbox"/> Payroll Clerk <input type="checkbox"/> Warranty Clerk <input type="checkbox"/> Data Entry <input type="checkbox"/> Cashier <input type="checkbox"/> Job Costing <input type="checkbox"/> Receptionist <input type="checkbox"/> Insurance Claims <input type="checkbox"/> Word Processing <input type="checkbox"/> Computer Accounting <input type="checkbox"/> Financial Statements <input type="checkbox"/> Financial Analysis <input type="checkbox"/> Real Estate <input type="checkbox"/> Tax Returns	<input type="checkbox"/> Salesperson Retail <input type="checkbox"/> Salesperson Service <input type="checkbox"/> Salesperson Wholesale <input type="checkbox"/> Department Sales Manager <input type="checkbox"/> Regional Sales Manager <input type="checkbox"/> Leasing Manager <input type="checkbox"/> Salesperson (New Car) <input type="checkbox"/> Salesperson (Used Car) <input type="checkbox"/> Phone Sales <input type="checkbox"/> Customer Service Representative	<input type="checkbox"/> Frame Technician <input type="checkbox"/> Universal Bench Systems <input type="checkbox"/> Dedicated Jig Systems <input type="checkbox"/> Body Technician <input type="checkbox"/> Mig Welding <input type="checkbox"/> Oxy/Acetylene Welding <input type="checkbox"/> Mechanic <input type="checkbox"/> Suspension & Steering <input type="checkbox"/> Wheel Alignment <input type="checkbox"/> Plastic Repair <input type="checkbox"/> Cooling Systems <input type="checkbox"/> Air Conditioning <input type="checkbox"/> ABS Brakes <input type="checkbox"/> Air Bag Systems <input type="checkbox"/> Exhaust Systems <input type="checkbox"/> Automotive Electrical <input type="checkbox"/> Apprentice/Helper <input type="checkbox"/> Color Matching <input type="checkbox"/> Computerized Paint Mixing <input type="checkbox"/> Paint Preparation <input type="checkbox"/> Refinish Technician <input type="checkbox"/> Machine Polishing <input type="checkbox"/> Detailer <input type="checkbox"/> Maintenance <input type="checkbox"/> Glass Installation	<input type="checkbox"/> Shop Manager <input type="checkbox"/> Service Manager <input type="checkbox"/> Service Writer/Advisor <input type="checkbox"/> Estimator <input type="checkbox"/> Insurance Adjuster <input type="checkbox"/> Insurance Appraiser <input type="checkbox"/> Shop Foreman <input type="checkbox"/> Production Manager <input type="checkbox"/> Department Manager <input type="checkbox"/> Parts Manager <input type="checkbox"/> Parts Counter Person <input type="checkbox"/> Inventory Control <input type="checkbox"/> Purchasing Agent <input type="checkbox"/> Advertising/Marketing

Remarks and Special Qualifications: (Please include any computer systems and programs with which you are familiar.)

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I hereby state that all the information that I provided on this application is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date