

# APPLICATION FOR EMPLOYMENT

## ABOUT OUR DEALERSHIP

Thank you for your interest in applying for a job with our Dealership. Because of our commitment to offering the highest possible satisfaction to our customers, we are only interested in hiring the best. We want to have a complete understanding of your qualifications, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit both the Dealership and our employees. Please answer the following questions honestly, completely and thoughtfully.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, disability, handicap, military status, veteran status, or other legally protected classifications.

## PERSONAL INFORMATION

Last Name	First	Middle	Date
Current Street Address	Length of time at this address	Months	Years
Home Telephone			Business Telephone
Current City, State, Zip	Social Security Number		
Former Street Address	Length of time at this address	Months	Years
Former City, State, Zip	<b>If you are under 18 years of age, do you have a work permit?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Age: _____		
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No			Will you work overtime when asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Month and Year			
Position Desired	Do you have adequate means of getting to work?		
Are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No			When will you be available to begin work?
If not, what hours can you work? _____			
Are you willing to work any shift? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have, or have you applied for the legal right to remain permanently and work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you have ever worked under another name(s), please identify: _____			
Do you know anyone who works here? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, who?			

Please complete this section if the job for which you are applying might require you to drive Company Vehicles.  Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No License number and state: _____  Have you had any accidents in the last five years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details:  Have you been cited for any moving violations in the last five years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details:  Has your driver's license ever been suspended, revoked, denied or canceled? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
--

**ACTUAL EXPERIENCE IF ANY OF THE FOLLOWING - PLEASE CHECK:**

**Office**

- Office Manager
- Stenographer
- Bookkeeper
- Asst. Bookkeeper
- Clerk
- Title Clerk
- Typist
- Telephone Operator
- Cashier

**Service Department**

- Service Manager
- Shop Foreman
- Service Salesman
- Mechanic
- Mechanic Helper
- Body Repairman
- Helper
- Painter
- Car Polisher
- Body Shop Manager

- Trimmer (Upholsterer)
- Motorcycle
- General Garage Worker
- Lubrication Man
- Porter
- Janitor
- Watchman
- Car Washer
- Utility Service Man
- Rust proofing

**Sales Department**

- New Car Sales Manager
- Used Car Sales Manager
- New Car Salesman
- Used Car Salesman
- Used Car Appraiser

**Parts Department**

- Parts Manager
- Parts Clerk
- Parts Driver

**GENERAL INFORMATION**

Have you ever been discharged or asked to resign by an employer?  
 Yes \_\_\_ No \_\_\_ If yes, please explain:

A record of criminal conviction will not necessarily be a bar to employment, since the Company will consider factors such as age, time of the offense, the nature and seriousness of the violation, and evidence of rehabilitation in making any employment decision. It is not necessary to report criminal conviction records which have been legally expunged.

Have you ever been convicted of a crime, other than minor traffic violations?  
 Yes \_\_\_ No \_\_\_

If yes, please specify the county(ies) \_\_\_\_\_ in which the conviction(s) took place and explain.

**EDUCATION AND TRAINING**

Please circle Highest Grade Completed:

1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Grade School								High School				College								Trade/Tech							

What was the last school you attended?

What Job-related skills have you developed that were not acquired through formal education?

Have you ever been in the United States Armed Services? \_\_\_ Yes \_\_\_ No  
 (Answer is Optional) If yes, what branch? \_\_\_\_\_

Describe any skills you acquired in the Service which would be useful to the job for which you are applying:

## Work Experience

Beginning with your present or most recent employer, describe your employment experience below:

1. Present or Last Employer: \_\_\_\_\_

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

Kind of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Salary: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Your Immediate Supervisor: \_\_\_\_\_

Description of Your Work Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your present employer at this time:  Yes  No

If "No", please explain:

2. Present or Last Employer: \_\_\_\_\_

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

Kind of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Salary: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Your Immediate Supervisor: \_\_\_\_\_

Description of Your Work Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your present employer at this time:  Yes  No

If "No", please explain:

3. Present or Last Employer: \_\_\_\_\_

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

Kind of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Salary: \_\_\_\_\_ Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Your Immediate Supervisor: \_\_\_\_\_

Description of Your Work Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact your present employer at this time:  Yes  No

If "No", please explain:

(Use additional sheet(s), as necessary)

List the following information of three (3) professional or personal character references who have known you for the last three years and from whom you can obtain letters of recommendation. (Answer is optional)

1.

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship (i.e. friend" co-worker, supervisor) Do not list relatives.

2.

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship (i.e. friend" co-worker, supervisor) Do not list relatives.

3.

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Relationship (i.e. friend" co-worker, supervisor) Do not list relatives.

**PERSONAL STATEMENT AND SIGNATURE**

By signing below, I certify that I have read, understand and agree to each of the following statements:

All of the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information which, if known to the Dealership, would affect my application unfavorably. If I am hired by the Dealership and if the Dealership discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job. I agree to submit to a medical examination which may include testing for drugs or alcohol prior to beginning work for the Dealership. If I am extended an offer of employment, agree to submit to a medical examination which may include testing for drugs or alcohol prior to beginning work with the Dealership and I understand that any offer of employment is conditioned upon passing such medical examination. I further understand that I may be required to submit for a test for the use of illegal drugs at any time. I understand that nothing in this employment application creates a contract of employment between me and the Dealership. If I am hired by the Dealership, my employment and compensation are "at will" which means that my employment can be terminated, either by the Dealership or me, with or without cause, and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing, that is not an at-will agreement. Only the President/Dealer Operator of the Dealership has the authority to enter into an employment agreement with me for any specified period of time.

I agree to release to the Dealership or its designated agents all medical information, including but not limited to, files, reports, x-rays, evaluations, and opinions held by medical personnel, to the extent such information is job related and consistent with business needs. I acknowledge that this is a general release and that if hired, it remains in effect for the duration of my employment.

I authorize the Dealership to conduct any investigation regarding the information contained in my employment application which the Dealership thinks is necessary to determine my qualifications for assuming a job with the Dealership. I give the Dealership or its designated representatives my permission to contact any former employer, school, college or university, utility dealership, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record. I hereby give my consent to any such sources to release to the Dealership whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability which might result from furnishing any information about me. Upon written request, additional information as to the nature and scope of any credit report, if one is made, will be provided. The Dealership will comply with the Fair Credit Reporting Act requirements in conducting any background checks.

In the event of my personal indebtedness to the Dealership, I authorize the Dealership to withhold from my wages such amounts as permitted by law to satisfy my obligation to the Dealership.

This employment application will be considered active for sixty (60) days from the date below. If I want to be considered for a job with the Dealership after this period of time, I must fill out another application.

I understand and agree that compliance with all Dealership rules and regulations is a condition of employment with the Dealership.

I also acknowledge that the Company promotes a voluntary system of alternative dispute resolution, which involves binding arbitration to resolve all disputed which may arise out of the employment context. Because of the mutual benefits (such as reduced expense and increased efficiency) which private binding arbitration can provide both the Company and myself, I voluntarily agree that any claim, dispute, and/or controversy (including, but not limited to, any claims of discrimination and harassment, whether they be based on the Ohio Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, as amended, as well as all other state of federal laws of regulations) which would otherwise require or allow resort to any court of other governmental dispute resolution forum between myself and the Company (or its owners, directors, officers, managers, employees, agents, and parties affiliated with its employee benefit and health plans) arising from, related to, or having any relationship or connection whatsoever with my seeking of employment by, or other association with the Company, whether based on tort, contract, statutory, or equitable law, or otherwise, (with the sole exception of claims arising the National Labor Relations Act which are brought before the National Labor Relations Board, claims for medical and disability benefits under the Ohio Workers' Compensation Act, and Employment Development Department claims) shall be submitted to and determined exclusively by binding arbitration under the Federal Arbitration Act, in conformity with the procedures of the Ohio Arbitration Act (OH Code Civ. Proc. and all of the Act's other mandatory and permissive rights to discovery). However, in addition to requirements imposed by law, and arbitrator herein shall be a retired Ohio Superior Court Judge and shall be subject to disqualification on the same grounds as would apply to a judge of such court. To the extent applicable in civil actions in Ohio courts, the following shall apply and be observed: all rules of pleading (including the right of demurrer), all rules of evidence, all rights to resolution of the dispute by means of motions for summary judgment on the pleadings, and judgment under Code of Civil Procedure. Resolution of the dispute shall be based solely upon the law governing the claims and defenses pleaded, and the arbitrator may not invoke any basis (including but not limited to, notions of "just cause") other than such controlling law. The arbitrator shall have the immunity of a judicial officer from civil liability when acting in capacity of an arbitrator, which immunity supplements any other existing immunity. Likewise, all communications during or in connection with the arbitration proceeding are privileged in accordance with Ohio Civil Code. As reasonably required to allow full use and benefit of the agreement's modifications to the Act's procedures, the arbitrator shall extend the times set by the Act for the giving of notices and setting of hearings. Awards shall include: the arbitrator's written reasoned opinion and, either party's written request within 10 days after issuance of the award and shall be subject to affirmation, reversal, or modification, following review of the record and arguments of the parties by a second arbitrator who shall, as far as practicable, proceed according to the law and procedures applicable to appellate review by the Ohio Court of Appeal of a civil judgment following court trail. Should any term, provision or portion thereof, be declared void or unenforceable, it shall be severed and the remainder of the agreement shall be enforceable. **I UNDERSTAND BY VOLUNTARILY AGREEING TO THIS BINDING ARBITRATION PROVISION, BOTH THE COMPANY AND I GIVE UP OUR RIGHTS TO TRIAL BY JURY.**

I further understand that this voluntary alternative dispute resolution program covers claims of discrimination or harassment under Title VII of the Civil Rights Act of 1964, as amended. By marking the box to the right, I give up the benefits of arbitrating Title VII claims. [  ]

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by the Company (employer) and at any time and for any reason whatsoever, with or without good cause at the option of either the Company or myself. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the President of the Company (or majority owner or owners if Company is not a corporation). No supervisor or representative of the Company, other than the President of the Company (or majority owner or owners if Company is not a corporation), has any authority to make any arrangements contrary to the forgoing. This agreement is the entire agreement between the Company and the employee regarding the rights of the Company or employee to terminate employment with or without good cause, and this agreement takes the place of all prior and contemporaneous agreements, representations, and understandings of the employee and the Company.

If you have any questions regarding this statement, please ask a Company representative before signing. I hereby acknowledge that I have read the above statements and understand the same.

**Read Carefully Before Signing.**

**"To the extent the law allows an employee to bring legal action against this company, I agree to bring that complaint within the time prescribed by law or 6 months from the date of the event forming the basis of my lawsuit, whichever expires first."**

\_\_\_\_\_  
Date

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

**-THANK YOU FOR YOUR INTEREST IN JOINING OUR DEALERSHIP-**