

APPLICATION FOR EMPLOYMENT – EQUAL OPPORTUNITY EMPLOYER

We respect the privacy of the information job applicants entrust to us. The numbers printed next to each section where personal information is requested correspond to the numbers listed in the Notice at Collection of Personal Information, printed on the last page of this application.

DEALERSHIP NAME		Date	
Dealership Address			

Position For Which You Are Applying	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	Expected Earnings	\$	<input type="checkbox"/> Hr.	<input type="checkbox"/> Mo.	<input type="checkbox"/> Yr.
Applicant's Name ^[1,2,3]	Last	First	Middle (not initial only)				

List any other names (such as former names, aliases and nicknames) that you have used since high school to enable us to verify your work and education record ^[3]

Last Name	First Name	Middle Name (not initial only)	Last Name	First Name	Middle Name (not initial only)
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Home Address ^[1,3]	Street					
City	State	ZIP	Since	Home Phone	Message/Mobile Phone	
Email Address ^[1]						

Prior places of residence (list all during the past seven years) ^[3]

City	State	From month/yr	To month/yr	City	State	From month/yr	To month/yr
City	State	From month/yr	To month/yr	City	State	From month/yr	To month/yr

Can you accept a position immediately?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If not, how soon?	
If hired, can you furnish proof that you are at least 18 years of age? ^[4]	Yes <input type="checkbox"/> No <input type="checkbox"/>	If hired, are you authorized to work in the United States? ^[5]	Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you have friends or relatives working here? If yes, please identify below: ^[3] Yes No

Name of friend or relative working here	Relationship	Name of friend or relative working here	Relationship
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If a drivers license is required for the position for which you are applying, do you have a valid drivers license? ^[6] Yes No

State	License No.	Expiration Date	Do you have a motorcycle license? ^[6]	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Have you been convicted of, or pleaded no contest to a traffic violation of any kind within the last FIVE years? ^[2] Yes No

If yes, please give date and details below (do not list information relating to juvenile offenses, such as convictions, arrests, detentions and/or court dispositions as a juvenile; also, do not list any felonies and/or misdemeanors and limit your responses to traffic infractions.)

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EDUCATION ^[2,3]	Elementary School	High School	College/University	Graduate/Professional
School Name				
Years completed				
Diploma/Degree				
Describe course of study or major				
Describe Specialized Training, Skills and Extra-Curricular Activities				

RECORD OF PREVIOUS EMPLOYMENT: [2,3]

Have you worked for this Company or any other affiliate of this Company before? If Yes please include below.

Yes No

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 self-employed, list firm's name and business references.

Present or Latest Employer	Employed	Your Title or Position	Name of Last Supervisor
Name	From (mo/yr)		
Telephone		Reason for Leaving	
Address	To (mo/yr)		

Previous Employer	Employed	Your Title or Position	Name of Last Supervisor
Name	From (mo/yr)		
Telephone		Reason for Leaving	
Address	To (mo/yr)		

Previous Employer	Employed	Your Title or Position	Name of Last Supervisor
Name	From (mo/yr)		
Telephone		Reason for Leaving	
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Telephone		Reason for Leaving	
Address	To (mo/yr)		

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Name	From (mo/yr)		
Telephone		Reason for Leaving	
Address	To (mo/yr)		

Previous Employer	Employed	Your Title or Position	Name of Last Supervisor
Name	From (mo/yr)		
Telephone		Reason for Leaving	
Address	To (mo/yr)		

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ADDITIONAL INFORMATION: [2]

Please indicate any actual work experience you have in any of the following positions.

OFFICE

- Office Manager
- Bookkeeper
- Accounts Receivable
- Accounts Payable
- Payroll Clerk
- DMV/Title Clerk
- Warranty Clerk
- Data Entry
- Cashier

SALES/LEASING

- Sales Manager
- Salesperson (New Car)
- Salesperson (Used Car)
- Salesperson (Truck)
- F & I Manager
- Leasing Manager
- Fleet Manager
- Truck Manager
- Used Car Manager
- Internet Sales

SERVICE AND REPAIR

- Service Manager
- Service Writer/Advisor
- Dispatcher
- Shop Foreman
- Mechanic/Technician
- Electrician
- Helper
- Painter
- Body Repair
- Detailer

PARTS

- Parts Manager
- Parts Counter
- Parts Stocker
- Parts Driver

REMARKS AND SPECIAL QUALIFICATIONS:

Please include computer systems and programs with which you are familiar [2]

[Empty box for Remarks and Special Qualifications]

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME YOU MUST REAPPLY. PLEASE READ AND SIGN BELOW. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

[Signature line]

Applicant Signature [7]

[Date line]

Date

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Have you ever been terminated or asked to resign from any job? ^[2]

Yes No

If yes, explain circumstances:

Please explain fully any gaps in your employment history: ^[2]

(DO NOT LIST ANY CRIMINAL HISTORY OR MEDICAL INFORMATION SUCH AS DISABILITY, ILLNESS OR PREGNANCY IN RESPONSE TO THIS QUESTION)

If laid off, give reason: ^[2]

May we contact your current employer? ^[2]

Yes No

If no, please explain: ^[2]

CHARACTER REFERENCES: ^[2,3]

Please list persons who know you well - not previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone number	Years known

California Consumer Privacy Act / Notice at Collection of Personal Information.

This Notice applies specifically to the personal information provided to us by completion of this application. The personal information requested on this form is collected, used, and shared with third-party service providers to fulfill the following purposes:

1. Communicate with you
2. Consider your suitability for employment
3. Run background checks (with your consent)
4. Confirm you are competent to enter into contracts and not subject to child labor laws
5. Confirm your eligibility to work in the United States
6. Check your driver's license status and driving record (if you will be driving our vehicles)
7. Obtain your affirmation that the facts set forth in the employment application are true and complete to the best of your knowledge.

Note: The numbers correspond to the numbers printed throughout the application, in each location where personal information is requested.

We do not and will not sell your personal information and will only maintain your information for as long as needed to fulfill the purpose for which it was collected. For more information regarding our privacy practices, view the Privacy Policy on our website or ask a dealership representative for a copy.