

# Application for Employment

## ALL ABOUT CARS TOTAL CAR CARE

Phone: (775) 827-0122

allaboutcarsreno@gmail.com

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

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

Daytime Ph# \_\_\_\_\_ Evening Ph# \_\_\_\_\_ Best time to call: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

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**Please answer the following questions completely. Failure to answer all questions may result in your not being hired.**

**Any answers later determined to be false will be cause for immediate termination of employment.**

If you are under 18 years of age, can you provide proof of your eligibility to work? **Yes:** \_\_\_ **No:** \_\_\_

Have you ever filed an application with us before? **Yes:** \_\_\_ **No:** \_\_\_

If yes, when? \_\_\_\_\_

Have you ever been employed by us before? **Yes:** \_\_\_ **No:** \_\_\_

If yes, when? \_\_\_\_\_

Do you have friends or relatives that work here? **Yes:** \_\_\_ **No:** \_\_\_

If so, state name & relationship to you: \_\_\_\_\_

Are you currently employed? **Yes:**\_\_\_ **No:**\_\_\_

If yes, why are you leaving?\_\_\_\_\_

Are you currently in "Lay-Off" status and subject to recall? **Yes:**\_\_\_ **No:**\_\_\_

May we contact your current employer? **Yes:**\_\_\_ **No:**\_\_\_

Are you a citizen of the United States? **Yes:**\_\_\_ **No:**\_\_\_

If not a citizen, are you authorized to work in the United States? **Yes:**\_\_\_ **No:**\_\_\_

If yes, Document type:\_\_\_\_\_Document#\_\_\_\_\_

Your Country of Origin/Birth:\_\_\_\_\_

Do you speak English? **Yes:**\_\_\_ **No:**\_\_\_

Read English? **Yes:**\_\_\_ **No:**\_\_\_

Write English? **Yes:**\_\_\_ **No:**\_\_\_

Have you ever served in the United State Armed Forces? **Yes:**\_\_\_ **No:**\_\_\_

Which branch?\_\_\_\_\_ # of years served:\_\_\_\_\_ (bring DD 214 to interview).

Can you travel if the job requires it? **Yes:**\_\_\_ **No:**\_\_\_

Do you have a Driver's License? **Yes:**\_\_\_ **No:**\_\_\_

Do you have reliable transportation to and from work? **Yes:**\_\_\_ **No:**\_\_\_

Are you currently in "Lay-Off" status and subject to recall? **Yes:**\_\_\_ **No:**\_\_\_

Have you ever been convicted of a crime? **Yes:**\_\_\_ **No:**\_\_\_

If so, please explain the nature of the offense:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you available to work full-time? **Yes:**\_\_\_ **No:**\_\_\_

If not, what hours can you work?\_\_\_\_\_

\_\_\_\_\_

**Note: All new hires at ALL ABOUT CARS TOTAL CAR CARE, are subject to a 90 day (three month) probationary employment period. During that time, your work performance and overall behaviour will be evaluated. If, at the end of the probationary period, the management of ALL ABOUT CARS TOTAL CAR CARE decides that you do not have the necessary job or personal skills to justify continued employment, your employment will be terminated. There are no exceptions to this rule.**

I, \_\_\_\_\_ (applicant signature) Agree to the terms concerning the Probationary Employment Period. Date: \_\_\_\_\_

## **Education**

**Include High School, GED, College & Trade Schools.**

School name & address: \_\_\_\_\_

Type of school: \_\_\_\_\_

Course of study: \_\_\_\_\_

Dates attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_

School name & address: \_\_\_\_\_

Type of school: \_\_\_\_\_

Course of study: \_\_\_\_\_

Dates attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_

School name & address: \_\_\_\_\_

Type of  
school: \_\_\_\_\_

Course of study: \_\_\_\_\_

Dates attended: \_\_\_\_\_

Did you  
graduate? \_\_\_\_\_

School name & address: \_\_\_\_\_

Type of  
school: \_\_\_\_\_

Course of study: \_\_\_\_\_

Dates attended: \_\_\_\_\_

Did you  
graduate? \_\_\_\_\_

## **Work Experience**

**Begin with your most recent work experience and work your way back.**

**Employer:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **May we contact them?** \_\_\_\_\_

**Dates of employment:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Position / Duties:** \_\_\_\_\_

**Starting salary:** \_\_\_\_\_ **Ending salary:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **May we contact them?** \_\_\_\_\_

**Dates of employment:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Position / Duties:** \_\_\_\_\_

**Starting salary:** \_\_\_\_\_ **Ending salary:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **May we contact them?** \_\_\_\_\_

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**Reason for leaving:** \_\_\_\_\_

**Position / Duties:** \_\_\_\_\_

**Starting salary:** \_\_\_\_\_ **Ending salary:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **May we contact them?** \_\_\_\_\_

**Dates of employment:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Position / Duties:** \_\_\_\_\_

**Starting salary:** \_\_\_\_\_ **Ending salary:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **May we contact them?** \_\_\_\_\_

**Dates of employment:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Position / Duties:** \_\_\_\_\_

**Starting salary:** \_\_\_\_\_ **Ending salary:** \_\_\_\_\_

## **Special Skills & Experience**

**Check all that apply.**

Windworks \_\_\_\_\_, alldata \_\_\_\_\_, worldpac dial \_\_\_\_\_

## Office

Parts counter work:\_\_\_ Shipping / Receiving:\_\_\_ Typing / Word Processing:\_\_\_ Computer / IBM-PC:\_\_\_ Computer / Mac-PC:\_\_\_ Accounting / Bookkeeping:\_\_\_

## Mechanics

mechanics estimate value of tools \$\_\_\_\_\_ and list any special tools.

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**Describe any other special skills, training, or hobbies you believe qualify you for the job you are applying for:**

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## References

**Provide at least three references. Do not include family members.**

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

Phone:\_\_\_\_\_

#of years they have known you:\_\_\_\_\_

Occupation:\_\_\_\_\_

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

Phone:\_\_\_\_\_

#of years they have known you:\_\_\_\_\_

Occupation:\_\_\_\_\_

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

Phone: \_\_\_\_\_

#of years they have known you: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Phone: \_\_\_\_\_

#of years they have known you: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Phone: \_\_\_\_\_

#of years they have known you: \_\_\_\_\_

Occupation: \_\_\_\_\_

### **Applicant's Statement**

I Certify that all the answers given in this application are true and complete. I authorize the investigation of all statements contained in this application prior to employment. I also understand that, unless otherwise defined by applicable law, any employment with **ALL ABOUT CARS TOTAL CAR CARE** is of an "at will" nature, which means that the Employee may resign at any time and the employer may discharge the employee at any time, with or without cause. I also understand that any drug and alcohol use, which impairs my performance at work, will be grounds for immediate termination. If asked, I will submit to a drug test as part of this application process or at any time during my later employment; refusal to do so will be grounds for rejection of this application or termination if hired. I further understand that any false or misleading information given in this application or during the interview can result in later termination of employment.

Applicant's Signature: \_\_\_\_\_

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