



# Application for Employment

PLEASE PRINT

We appreciate your interest in working at CARS Collision Center. As an equal opportunity employer, our employment practices are in accordance with laws that prohibit discrimination due to race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic.

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone # \_\_\_\_\_ Other Telephone # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Are you over the age of 18?.....  Yes  No

If no can you furnish a work permit.....  Yes  No

Have you ever been employed here before?.....  Yes  No

If yes, give dates and positions \_\_\_\_\_

If hired can you provide proof that you are legally eligible for employment in the United States?.....  Yes  No

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range?.....\$ \_\_\_\_\_

Type of employment desired.....  Full Time  Part-Time  Temporary  Seasonal  Educational Co-Op

Have you ever plead "guilty" or "no contest" to, or been convicted of a crime?.....  Yes  No

If yes, please provide date(s) and explain \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic bar to employment, factors such as the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

## Educational Background

High School: \_\_\_\_\_ Location: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or Diploma \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or Diploma \_\_\_\_\_

Other: \_\_\_\_\_ Location: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or Diploma \_\_\_\_\_

## Skills and Qualifications

Languages, machine operations, etc., that would be of benefit in the job for which you are applying.

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

## Employment History

Provide the following information on your past four (4) employers, assignments or volunteer activities starting with the most recent.

Employer \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Job Title \_\_\_\_\_ May we contact?  Yes  No  
Dates Employed: from (mm/yy) \_\_\_/\_\_\_/\_\_\_ to (mm/yy) \_\_\_/\_\_\_/\_\_\_ Pay rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Job Title \_\_\_\_\_ May we contact?  Yes  No  
Dates Employed: from (mm/yy) \_\_\_/\_\_\_/\_\_\_ to (mm/yy) \_\_\_/\_\_\_/\_\_\_ Pay rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Job Title \_\_\_\_\_ May we contact?  Yes  No  
Dates Employed: from (mm/yy) \_\_\_/\_\_\_/\_\_\_ to (mm/yy) \_\_\_/\_\_\_/\_\_\_ Pay rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_  
Job Title \_\_\_\_\_ May we contact?  Yes  No  
Dates Employed: from (mm/yy) \_\_\_/\_\_\_/\_\_\_ to (mm/yy) \_\_\_/\_\_\_/\_\_\_ Pay rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without any notice, at any time, at either my or the company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I expressly authorize, with out reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all the information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

Applicant's signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_