

## Application for Employment

Lakeland Toyota Scion Subaru Honda is an Equal Opportunity Employer and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications; and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered.

Position Applying For:	Name (Last, First, Middle):	Other names under which you have attended school or been employed:	
Street Address:		City, State & Zip:	
Social Security Number:	Home Phone:	Work Phone:	Other Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been employed by Lakeland?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:	
Are you related to any current Lakeland employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date:	
How did you learn about this employment opportunity at Lakeland? Check all that apply: <input type="checkbox"/> Ad in <i>newspaper</i> <input type="checkbox"/> Job Bulletin (Posting)/Website <input type="checkbox"/> Walk-in <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:			

### EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

Are you planning to pursue further studies? \_\_\_\_\_

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)


**WORK EXPERIENCE**-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

**PLEASE NOTE:** Lakeland Toyota Scion Subaru Honda reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From:            To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time  If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time  If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

There are three signatures required on this application. Each one covers an important part of the job-related information, and of your future employment, if you are hired. They are separate in order to emphasize each issue. You are urged to carefully read each before signing. If you have any questions, please ask the person who is taking this application.

### **Reference Authorization**

I understand that references will be contacted, and that appropriate work-related references are not limited to those listed in my application.

I authorize Lakeland Toyota Scion Subaru Honda to contact and secure information about my educational background, work experience, credit rating, and to secure records of licensing, administrative, regulatory or any other governmental agency, and to contact any other information source relevant to employability. I hereby release Lakeland Toyota Scion Subaru Honda, its subsidiaries, officers and agents from liability for seeking such information, and all other persons, schools, corporations or organizations for furnishing such information.

\*\*In processing this employment application, we may request that an investigative consumer report be prepared, which may include information as to your employment, finances, and general reputation. You have the right to request that we completely and accurately disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to this dealership within a reasonable time after you complete this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### **Drug Testing**

I understand and agree that a Drug Screening Test is a condition of application for employment, and will be done prior to employment. I understand that positive testing results may be grounds for refusal to hire.

I also understand and agree that the company reserves the right to require me to submit to a drug or alcohol screening test at any time after employment, and may also require me to submit to work-related medical examinations during the course of my employment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### **Certification of Truthfulness & Understanding of Employment-At-Will**

I certify that the facts contained in this application are true and I understand that any false or misleading statements, or omissions in this application may result in rejection of this application or, if hired, in discharge.

I understand that Lakeland Toyota Scion Subaru Honda is an Employer-At-Will, which means that if I am hired, my employment is for no definite period, and may be terminated at the will of myself or my employer, at any time, without notice, for any reason, or for no reason. No employee of the company is authorized to promise me anything contrary to what is stated in this paragraph, and I may not rely on such representations.

I also understand that all rules manuals, employee handbooks, or personnel policies are descriptive only. They do not form any sort of contract between myself and the employer, and they may be unilaterally changed, or not applied as the employer believes to be in the best interest of the company at the time.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature