

# BOCH AUTOMOTIVE APPLICATION FOR EMPLOYMENT

Position Desired: \_\_\_\_\_ Placement Desired: \_\_\_ Full time \_\_\_ Part time \_\_\_ Temporary \_\_\_ Overtime

When are you available for work? \_\_\_\_\_

## APPLICANT'S STATEMENT

I authorize former and present employers, work and personal references listed in the application, and any other individuals I may name, to give the Boch Dealerships ("Boch Automotive") or its designee any and all information concerning my previous employment and any pertinent information they may have (other than medical records), and I release such parties from all liability for any damages that may result from furnishing same to Boch. I also authorize Subaru of New England, Inc. to provide truthful information (other than medical records) concerning my employment with it to future employers, and I agree to hold Boch Automotive harmless for providing such information.

I understand that Boch Automotive reserves the right, to the extent permitted by law, to require any drug screening test of an applicant or an employee either prior to employment or any time during employment, and I hereby give my consent to any such test. I consent to the release of results of any such test(s) to Boch

**AUTHORIZATION TO OBTAIN CONSUMER REPORTS.** I have received a disclosure that Boch Automotive may from time to time obtain consumer reports about me for employment-related purposes. I understand that "consumer reports" are reports from consumer reporting agencies and may include criminal records, driving records, or other reports. I authorize Boch Automotive to obtain consumer reports.

I understand that this employment application and any other Boch Automotive documents are not promises of employment. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that Boch Automotive has a similar right. I understand that no manager or representative of Boch Automotive has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except that a corporate officer may do so in writing. I also understand that any offer of employment may be contingent upon my successful completion of any post-offer pre-employment physical examination.

The information given by me in this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading or incomplete in any respect (Boch Automotive Inc.'s exclusive judgment) I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

**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.**

**DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT.**

\_\_\_\_\_

DATE

\_\_\_\_\_

SIGNATURE OF APPLICANT

EACH INQUIRY ON THIS APPLICATION MUST BE FULLY ANSWERED OR COMPLETED. OTHERWISE, YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT.

### PERSONAL DATA

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
(Print) Last First Middle

Present Address \_\_\_\_\_ How long have you lived there? \_\_\_\_\_  
Street and Number City State/Zip Years Months

Home Telephone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ E-mail \_\_\_\_\_

Have you ever worked for Boch Automotive before?  Yes  No If yes, please give dates/location/position: \_\_\_\_\_

Have you ever applied here before?  Yes  No If yes, please tell us when and at what location: \_\_\_\_\_

Are you employed now?  Yes  No May we contact your current employer?  Yes  No if no, please explain: \_\_\_\_\_

\*\*\*It is unlawful under Massachusetts law to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.\*\*\*

**PREVIOUS EMPLOYMENT**

Please list the names of your present or previous employers in chronological order with present or last employer listed first. If self-employed, give firm name and supply business references. You may include verifiable volunteer work. Also, if you are a commercial motor vehicle operator, you must provide the information requested below for the last ten years.

Present Employer:	<u>Employed</u> From Month/Year	<u>Pay</u> Starting \$	<u>Your Title or Position</u>	<u>Major Job Duties</u>
Street Address:				
City/State/Zip:	To Month/Year	Final \$	<u>Name &amp; Title of Last Supervisor</u>	<u>Reason for Leaving</u>
Telephone:				
Previous Employer:	<u>Employed</u> From Month/Year	<u>Pay</u> Starting \$	<u>Your Title or Position</u>	<u>Major Job Duties</u>
Street Address:				
City/State/Zip:	To Month/Year	Final \$	<u>Name &amp; Title of Last Supervisor</u>	<u>Reason for Leaving</u>
Telephone:				
Previous Employer:	<u>Employed</u> From Month/Year	<u>Pay</u> Starting \$	<u>Your Title or Position</u>	<u>Major Job Duties</u>
Street Address:				
City/State/Zip:	To Month/Year	Final \$	<u>Name &amp; Title of Last Supervisor</u>	<u>Reason for Leaving</u>
Telephone:				
Previous Employer:	<u>Employed</u> From Month/Year	<u>Pay</u> Starting \$	<u>Your Title or Position</u>	<u>Major Job Duties</u>
Street Address:				
City/State/Zip:	To Month/Year	Final \$	<u>Name &amp; Title of Last Supervisor</u>	<u>Reason for Leaving</u>
Telephone:				

List any other names which you may have used and which will be necessary to verify your prior employment: \_\_\_\_\_

Please explain fully any gaps in your employment history.

Do you have any personal commitments or commitments to any other employer which may affect your employment \_\_\_ Yes \_\_\_ No If yes, please explain: \_\_\_\_\_

Have you ever been discharged or asked to resign from any job? \_\_\_ Yes \_\_\_ No If yes, please explain circumstances: \_\_\_\_\_

If hired, can you provide proof that you are legally entitled to work in the U.S.? \_\_\_ Yes \_\_\_ No

How were you referred to us? \_\_\_\_\_ Name of referral source: \_\_\_\_\_

Do any friends or relatives work for Boch Automotive now? \_\_\_ Yes \_\_\_ No

If yes, please give name/relationship: \_\_\_\_\_

**PERSONAL REFERENCES**

Name	Relationship	Phone Number

**WORK REFERENCES**

Name and Occupation	Years Known	Phone Number

**EDUCATION HISTORY**

	Name & Location of School	Years Completed: Circle	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Experience, Training, Skills, and Extra-Curricular Activities
Grammar School		4 5 6 7 8			
High School		9 10 11 12			
College/University		1 2 3 4			
Graduate Professional Institution		1 2 3 4			
Trade or Correspondence School					

Do you have any objection to our contacting your school?  Yes  No If yes, why? \_\_\_\_\_

Other (include any professional designations, certifications, licenses, or courses that may be applicable to the position for which you are applying).

**SPECIAL SKILLS, QUALIFICATIONS, AND CONSIDERATIONS:**

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking:

**PREVIOUS EXPERIENCE**

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

<b><u>OFFICE</u></b>	<b><u>SALES/LEASING</u></b>	<b><u>SERVICE AND REPAIR</u></b>	<b><u>PARTS</u></b>
<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Sales or Used Car Manager	<input type="checkbox"/> Service Manager	<input type="checkbox"/> Parts Manager
<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> New/Used Car Sales	<input type="checkbox"/> Service Advisor	<input type="checkbox"/> Parts Counter
<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Truck Sales	<input type="checkbox"/> Mechanic/Technician	<input type="checkbox"/> Parts Warehouse
<input type="checkbox"/> Deal Clerk	<input type="checkbox"/> F&I Manager	<input type="checkbox"/> Helper	<input type="checkbox"/> Parts Driver
<input type="checkbox"/> Registry/Title Clerk	<input type="checkbox"/> Leasing Manager	<input type="checkbox"/> Painter	<input type="checkbox"/> Wholesale Representative
<input type="checkbox"/> Warranty Clerk	<input type="checkbox"/> After Market Sales	<input type="checkbox"/> Body Repair	
<input type="checkbox"/> Receptionist	<input type="checkbox"/> BDC Manager	<input type="checkbox"/> Shop Maintenance	<b><u>OTHER</u></b>
<input type="checkbox"/> Cashier	<input type="checkbox"/> Lot Attendant	<input type="checkbox"/> Service Appointment Scheduler	<input type="checkbox"/> _____
		<input type="checkbox"/> Valet	<input type="checkbox"/> _____

**DRIVING INFORMATION**

Any applicant whose position would involve parking at a Company facility or whose position would or might involve driving a Company or customer vehicle must have a driving record that complies with the Company’s driver criteria.

**AN EQUAL OPPORTUNITY EMPLOYER**

We are an equal opportunity employer and do not discriminate against any applicant because of race, color, religion, sex, national origin, ancestry, age, sexual orientation, gender identity and expression, disability, genetics, marital status, military status, or any other class protected by federal, state or local law.