



APPLICATION FOR EMPLOYMENT

Brown Automotive Group is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal, or provincial law.

BROWN AUTOMOTIVE GROUP MISSION STATEMENT

We are committed to delivering superior service that meets the needs of our customers, business partners, and manufactures. We are dedicated to be straightforward, honest, and polite.

- We will use our abilities, appearance, and conduct to win our customers' and partners' future business and referrals.
- We will act with integrity and a sense of duty to our customers and will always be accountable for our actions.
- We will treat our customers as we wish to be treated and ensure that every interaction is conducted in a pleasant and professional manner.
- We will identify ways to continuously improve our processes to meet the ever changing needs of our business. We will seek customer feedback as a means to improve the service we provide.
- We will support employee creativity and teamwork to promote an open work environment that encourages employees to excel in every aspect of their job.
- We will strive to promote from our current staff.

Please complete entire application.

PERSONAL INFORMATION

LAST NAME	FIRST	MIDDLE	DATE
ADDRESS		CITY	ST ZIP
CELL PHONE	HOME PHONE	EMAIL ADDRESS	

EMPLOYMENT DESIRED (If you are applying for an hourly position, please keep in mind that the availability of hours may vary.)

POSITION	DEPARTMENT			SALARY DESIRED		DATE YOU CAN START	
SPECIFY HOURS AVAILABLE FOR EACH DAY OF THE WEEK	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	START: END:	START: END:	START: END:	START: END:	START: END:	START: END:	START: END:
Are you available to work overtime? <input type="checkbox"/> YES <input type="checkbox"/> NO							
Have you ever worked for the BROWN AUTOMOTIVE GROUP? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, when, which Dealership/Department: _____							

Have you ever visited a Brown Automotive Group Dealership? Where? Describe your experience.

Why would you like to work for the BROWN AUTOMOTIVE GROUP?

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective?

EMPLOYMENT HISTORY

List below current and last three employers starting with the most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

DATE (M/D/Y) FROM: TO:	CURRENT EMPLOYER (NAME & ADDRESS OF EMPLOYER - TYPE OF BUSINESS)	SALARY OR HOURLY STARTING: ENDING:	POSITION	REASON FOR LEAVING
DUTIES PERFORMED				
SUPERVISORS NAME		PHONE NUMBER	MAY WE CONTACT? YES NO	
FROM TO:	PREVIOUS EMPLOYER (NAME & ADDRESS OF EMPLOYER - TYPE OF BUSINESS)	SALARY OR HOURLY STARTING: ENDING:	POSITION	REASON FOR LEAVING
DUTIES PERFORMED				
SUPERVISORS NAME		PHONE NUMBER	MAY WE CONTACT? YES NO	
FROM TO:	PREVIOUS EMPLOYER (NAME & ADDRESS OF EMPLOYER - TYPE OF BUSINESS)	SALARY OR HOURLY STARTING: ENDING:	POSITION	REASON FOR LEAVING
DUTIES PERFORMED				
SUPERVISORS NAME		PHONE NUMBER	MAY WE CONTACT? YES NO	
FROM TO:	PREVIOUS EMPLOYER (NAME & ADDRESS OF EMPLOYER - TYPE OF BUSINESS)	SALARY OR HOURLY STARTING: ENDING:	POSITION	REASON FOR LEAVING
DUTIES PERFORMED				
SUPERVISORS NAME		PHONE NUMBER	MAY WE CONTACT? YES NO	

REFERENCES

Please provide names of three professional references, whom you have known at least one year

NAME	ADDRESS & PHONE NUMBER	BUSINESS	YEARS ACQUAINTED / HOW DO YOU KNOW THIS PERSON?
1.			
2.			
3.			

EDUCATION				
	NAME & ADDRESS OF SCHOOL	CIRCLE LAST YEARS COMPLETED	DID YOU GRADUATE?	SUBJECTS STUDIED AND DEGREES/DIPLOMAS RECEIVED
HIGH SCHOOL		1 2 3 4	Y N	
POST SECONDARY		1 2 3 4	Y N	
POST SECONDARY		1 2 3 4	Y N	
LIST SKILLS RELEVANT TO THE POSITION APPLIED FOR:				
COMPUTER PROFICIENCY: <input type="checkbox"/> REYNOLDS & REYNOLDS <input type="checkbox"/> CRM <input type="checkbox"/> DEALERTRACK <input type="checkbox"/> OTHER:				
ADDITIONAL INFORMATION (Summarize special job related skills and qualifications acquired from employment or other experience)				

MORE INFORMATION	
Are you available to work:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> TEMPORARY
If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever filed an application with us before?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please provide date:	
Have you ever been employed with us before?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please provide date:	
Are you currently employed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Please explain time gaps in work history:	
May we contact your present and past employers?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been discharged or asked to resign from a job?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Please explain:	
Are you currently on "Lay-off" status and subject to recall?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been convicted of a crime, other than for a minor traffic or simple marijuana possession offense? (You do not need to include any conviction that has been vacated by order of expungement.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please explain:	
Have you ever committed an act of violence in the workplace?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please explain:	

APPLICANT'S CERTIFICATION

I certify that all information provided by me in this application, any resume, interview, or any other information provided by me is true and complete to the best of my knowledge and that I have not knowingly withheld any information that could affect my application. If this application leads to employment, I understand that false or misleading information provided by me may result in discharge.

I understand that neither this application nor any communication by a management representative during the interview process is intended to create or does create a contract of employment, offer, or promise of employment. I acknowledge that if hired by the Company, my employment is on an at-will basis. This means the Company is free to terminate my employment at any time with or without cause or advance notice. Acceptance of employment is not a contract of employment for any specified period of time. Similarly, I am free to terminate my employment with the Company at any time for any reason.

If I am hired, I agree to conform to the rules and regulations of the Company. I understand that the Company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at will.

I understand and agree that if driving is a requirement of the job for which I am applying, my employment or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in the amount equal to the minimum required by the law in the state where I reside.

I hereby authorize the Company to verify the accuracy of information provided by me and to obtain reference information on my performance. I release the Company from any liability relating to obtaining such information or basing employment decisions thereon.

ARBITRATION AGREEMENT

In return for the Company's consideration of my employment application, I hereby agree as follows:

(a) Any and all claims, disputes or controversies between the Company and me or against each other or any agent or employee of the other arising out of or related to my application for employment with the Company shall be resolved exclusively by arbitration administered by The McCammon Group, Ltd. under its rules and procedures then in effect. The determination or award rendered therein shall be binding and conclusive upon the parties. This agreement is subject to the Federal Arbitration Act, which shall govern its interpretation, enforcement and all proceedings relating hereto. Information may be obtained and forms may be filed electronically at www.mccammongroup.com or at the office of The McCammon Group, Ltd. by mail at 6641 W. Broad Street, Suite 400, Richmond Virginia 23230. Any arbitration shall take place in the state and county where the Company's headquarters is located, and the arbitration shall apply the substantive law of the Commonwealth of Virginia. Any modification or alteration of this Agreement shall be in writing and signed by the parties. This Agreement constitutes the entire agreement of the Employer and Employee relating to the subject matter hereof and supersedes all prior oral and written understandings and agreements relating to such subject matter.

(b) The claims that I hereby agree to resolve by arbitration include any causes of action of any kind whatsoever, whether statutory or based on common law, at law or in equity, regardless of the relief or remedy sought, in tort, contract, by statute, or on any other basis, including but not limited to any and all claims, demands, rights, or causes of action arising out of my application for employment with the Company or relating to purported employment discrimination or violations of civil rights, such as but not limited to those arising under Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Civil Rights Acts of 1866 and/or 1871, the Age Discrimination in Employment Act of 1967, the Americans With Disabilities Act of 1990, Executive Order 11246, the Equal Pay Act of 1963, the Rehabilitation Act of 1973, or any other applicable federal, state, or local employment discrimination statute or ordinance.

(c) This agreement to arbitrate shall not be construed to permit class-wide arbitration of any claim, dispute or controversy, nor shall any arbitration arising out of or relating to this agreement include, by consolidation, joinder or otherwise, an additional person or entity not a party to this agreement, except by written consent containing a specific reference to this agreement and signed by the Company and me, and any person or entity sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. These limitations on class-wide and consolidated arbitration are essential terms that neither courts nor arbitrators can sever from this agreement. Apart from the limitations on class-wide and consolidated arbitration, in the event a court having jurisdiction finds any portion of this agreement unenforceable, the remaining terms shall continue in effect.

(d) I UNDERSTAND THAT I AM HEREBY WAIVING VALUABLE RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY AND THAT I HAVE BEEN GIVEN AN OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE EXECUTING THIS AGREEMENT.

The Company hereby joins in this agreement to arbitrate.

COMPANY

APPLICANT

By: _____

By: _____

Title: _____

Date: _____

Date: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO HIRING A DIVERSE WORKFORCE