

Thank you for your interest in joining the Colonial Volkswagen and Subaru family.

Please be sure to fully complete your application. If you have a resume, please feel free to include it. However, please note that regardless of whether a resume is attached, the information requested in the work history section of the application must be fully completed. Be sure to list all positions held, regardless of the length of employment.

The second phase of the application process is the in-person interview. Do not be discouraged if you are not contacted for an interview. Please know that we keep all applications on file for one year and refer to them when openings arise.

If you do receive an in-person interview, you may be asked to complete a Consent and Disclosure Form. This form allows the Company to conduct a full background investigation including, but not limited to, criminal records, social security number verification, credit and motor vehicle records. This background check is only one part of the application. You may also be asked to complete a Predictive Index Profile. Please note that this is a profile and not a test – it is not pass or fail. Although the results will be taken into consideration, they are not the sole determining factor whether you will be offered a position with the Company as there may be several candidates going through the process at the same time. Our management will also contact your personal and professional references as well as verify your past employment history.

If the Company does select you for the position, you will receive a written offer letter and you will be sent for a pre-employment drug screen. You will be notified when your results have been received by the Company. This process normally takes one to two days. You cannot start working until your results are received. If your test results are positive for drug use, and verified by the Medical Review Officer, your offer of employment will be rescinded.

Please note that no verbal offers of employment are binding. All offers of employment must be in writing.

If you have any questions or concerns regarding this process please contact Vickie McAllister, our Office Manager at 215-355-8800.

Thank you,

Eric D. Stamps
President

Please print and sign your name below indicating that you have read and understand our Hiring Process.

Print Name

Signature

Date