

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Sunset Automotive Group is an Equal Opportunity Employer and does not discriminate in employment practices on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status or any other characteristics protected by law.

**Instructions:** We request the following information to help us make the best possible placement. Please complete all sections of the application that apply to you truthfully and completely.

**PERSONAL DATA**

Name \_\_\_\_\_  
(Print) Last First Middle

Present Address \_\_\_\_\_ How long? \_\_\_\_\_  
Street and Number City State Zip

Previous Address \_\_\_\_\_ How long? \_\_\_\_\_  
Street and Number City State Zip

Telephone Number \_\_\_\_\_ [ ] Cell [ ] Work [ ] Home [ ] Other

Email \_\_\_\_\_

Are you 18 years of age or older? [ ] Yes [ ] No

If hired, can you furnish proof you are eligible to work in the U.S.? [ ] Yes [ ] No

**JOB INFORMATION**

Position you are applying for \_\_\_\_\_ Salary desired \_\_\_\_\_

Are you seeking a Full Time or Part time position? [ ] Full Time [ ] Part Time

Have you ever worked for any dealerships owned by Sunset Automotive Group? [ ] Yes [ ] No

If Yes, please give dates and position \_\_\_\_\_

Do you have any friends or relatives that are currently and/or were previously employed by Sunset Automotive Group?  
[ ] Yes [ ] No

If Yes, please give name and relationship \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Were you referred by a current employee? [ ] Yes [ ] No

If Yes, please provide name and dealership \_\_\_\_\_

## PREVIOUS EMPLOYMENT

List the names of your present and previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references.

Present or Last Employer  Address  City, State & Zip  Phone	Employed From (Mo/Yr)  To (Mo/Yr)	Pay Rate Start \$  End \$	Your Title or Position  Name and Title of Last Supervisor	Reason for Leaving  May we contact?
Present or Last Employer  Address  City, State & Zip  Phone	Employed From (Mo/Yr)  To (Mo/Yr)	Pay Rate Start \$  End \$	Your Title or Position  Name and Title of Last Supervisor	Reason for Leaving  May we contact?
Present or Last Employer  Address  City, State & Zip  Phone	Employed From (Mo/Yr)  To (Mo/Yr)	Pay Rate Start \$  End \$	Your Title or Position  Name and Title of Last Supervisor	Reason for Leaving  May we contact?
Present or Last Employer  Address  City, State & Zip  Phone	Employed From (Mo/Yr)  To (Mo/Yr)	Pay Rate Start \$  End \$	Your Title or Position  Name and Title of Last Supervisor	Reason for Leaving  May we contact?

Please explain fully any gaps in your employment history \_\_\_\_\_

Have you ever been terminated or asked to resign from any job?  Yes  No

If Yes, please explain circumstances \_\_\_\_\_

Please indicate any previous experience in an automotive dealership including dates, position(s) held, and job duties

Office \_\_\_\_\_

Sales/Leasing \_\_\_\_\_

Service & Repair \_\_\_\_\_

Parts \_\_\_\_\_

Other \_\_\_\_\_

**EDUCATION AND TRAINING**

School Name	Years Completed	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills, Etc.
High School	9 10 11 12			
College/University	1 2 3 4			
Graduate/Professional	1 2 3 4			
Trade or Technical School				

Please list any other specialized courses completed, certifications, designations, etc. that you have earned \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please indicate experience and proficiency with the following software applications:

Word  Excel  Reynolds & Reynolds  ADP  DMS  Other: \_\_\_\_\_

**PERSONAL REFERENCES**

Name	Occupation	Number of Years Known	Telephone and/or Email

**DRIVING INFORMATION**

Do you have a current driver license?  Yes  No State \_\_\_\_\_

Has your driver license been suspended or revoked in the last five (5) years?  Yes  No

If Yes, please explain circumstances \_\_\_\_\_

Have you been cited for driving under the influence (DUI) or driving while intoxicated (DWI) in the last 5 years?

Yes  No If Yes, please explain circumstances and outcome \_\_\_\_\_

Please list all moving violations in the last five (5) years

Offense	Date	Location	Offense	Date	Location

**CRIMINAL INFORMATION**

Have you ever been convicted or entered a plea of no contest for any crime (except for minor traffic violations) or do you have a criminal charge pending against you?  Yes  No

If Yes, please give date and details of each \_\_\_\_\_

\*PLEASE NOTE: A criminal conviction will not be an automatic bar to employment. Factors such as the type and seriousness of the crime, the frequency of the violations, the amount of time that has elapsed since the crime was committed, your entire work and education history, the nature of the job sought, and any other related factors will be taken into consideration.

## APPLICANT STATEMENT

This application will be considered active for a maximum of thirty (30) days. I understand that if I wish to be considered for employment after that time, I will need to reapply.

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages; and that I have the right to terminate my employment at any time with or without notice, and the company has the same right.

I understand that Sunset Automotive Group is a Drug Free Workplace and if given a conditional offer of employment, I will submit to and pass a drug test prior to the offer of employment becoming final.

I understand that the Sunset Automotive Group and/or its contractors may contact my previous employers and I authorize those employers to disclose to Sunset Automotive Group all records and other information pertinent to my employment with them. I also authorize Sunset Automotive Group to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold all parties harmless for providing such information.

I certify that all of the information that I have provided on this application is true and accurate. I understand that if I am employed and any such information is later found to be false or misleading in any respect, I may be dismissed.

I understand that by signing below, I am certifying that the information on this application is true and correct and that I agree to the terms of the application process. I understand that if I do not wish to accept the above terms, I should not sign below. I further understand that if I do not sign below, I will not be considered for employment with Sunset Automotive Group.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### APPLICANTS HAVE RIGHTS UNDER FEDERAL EMPLOYMENT LAWS

**Equal Employment Opportunity (EEO):** Federal law protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), national origin, disability, age, or genetic information.

**Employee Polygraph Protection Act (EPPA):** This act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

**Family Medical Leave Act (FMLA):** FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or childbirth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies.

**Notice:** For more information or to see the full explanation of your rights under any of these laws, please ask to see the employment notice posters at the facility where you are completing your application, see the electronic version of these posters at [www.sunsetautogroup.com](http://www.sunsetautogroup.com), and/or visit [www.dol.gov](http://www.dol.gov).