

# Headquarter Toyota

## APPLICATION FOR EMPLOYMENT

We appreciate your interest in Headquarter Toyota. Headquarter Toyota is an equal opportunity employer. We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, religion, color, sex, national origin, marital status, citizenship status, disability or any other protected status in accordance with the requirements of all federal, state and local laws.

Position desired: \_\_\_\_\_

How did you learn about this position?

- Advertisement (specify source) \_\_\_\_\_
  Friend
  Employment Dept.  
 Walk-In
  Website
  Other: \_\_\_\_\_

### PERSONAL INFORMATION

Name:	Last	First	Middle
Address	Phone #		Email
City	State		Zip
Have you ever filed an application with Headquarter Toyota before?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give date: _____			
Are any of your friends or relatives employed by Headquarter Toyota?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give name, relationship and position: _____			
Have you ever been employed with Headquarter Toyota before?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give date and position: _____			
If you are hired, can you provide proof of your legal right to work in the United States?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are under 18 years of age, can you provide proof of your eligibility to work?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, may we contact your current employer?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on lay-off status and subject to recall?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you travel if a job requires it?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to perform the duties of the position for which you are applying, including regular attendance, with or without a reasonable accommodation?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you work overtime?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Date available to begin employment: _____			
What is your desired salary range? _____			
Please check your availability to work:			
<input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time at _____ hours/week			
Are you unavailable to work any days or times: _____			
Can you operate a computer?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, with which software are you familiar? _____			

**EDUCATIONAL DATA**

School	Name, City & State of School	Course of Study	# Years	Type Of Diploma/Degree (Do not list dates)
High School				
Undergraduate School				
Graduate School				
Other (Specify)				

Please list any additional training and/or educational courses. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT HISTORY**

(Complete this section even if you are attaching a resume. List current or most recent employer first.)

Employer:	Dates Employed		Work Performed/Responsibilities:
	From:	To:	
Address:	Hourly/Salary Rate		Reason for Leaving:
	Start:	End:	
Supervisor & Telephone #:			
Job Title:			

Employer:	Dates Employed		Work Performed/Responsibilities:
	From:	To:	
Address:	Hourly/Salary Rate		Reason for Leaving:
	Start:	End:	
Supervisor & Telephone #:			
Job Title:			

Employer:	Dates Employed		Work Performed/Responsibilities:
	From:	To:	
Address:	Hourly/Salary Rate		Reason for Leaving:
	Start:	End:	
Supervisor & Telephone #:			
Job Title:			

**PROFESSIONAL/BUSINESS REFERENCES**

Name	Title, Relationship, Company	Phone Number, Email	Years Known
1.			
2.			
3.			

**QUALIFICATION STATEMENT**

Please tell us why you believe you are qualified for this position at Headquarter Toyota_____
_____
_____
_____
_____
_____

**THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED,  
AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALIZED.**

**Applicant Certification of Understanding**

Initial: \_\_\_\_\_ I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial: \_\_\_\_\_ I understand and agree that the Company's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the Company has agreed to hire me. I recognize that this employment application is not an offer of employment. I understand that the Company is under no obligation to hire me as the result of accepting this completed application. I agree that if I am hired by Headquarter Toyota, I will be an at-will employee, meaning that either Headquarter Toyota or I may end the employment relationship at any time with or without cause or notice. I understand that only the President or Vice President of Headquarter Toyota, and no manager, supervisor, or representative of Headquarter Toyota, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and with respect to President or Vice President, any such agreements must be in writing.

Initial: \_\_\_\_\_ I further understand and agree that, except for employment-at-will status, if hired my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by Headquarter Toyota.

Initial: \_\_\_\_\_ I understand that Headquarter Toyota may share the information contained in this application with other Headquarter Toyota employees for employment and administrative purposes and hereby consent to such transfer.

Initial: \_\_\_\_\_ I hereby authorize Headquarter Toyota to conduct any necessary investigation regarding my background as it relates to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete the requisite authorization forms for the background investigation. I hereby release all parties from any liability in connection with the provision and use of such information.

Initial: \_\_\_\_\_ I understand that Headquarter Toyota has a policy against drugs and alcohol in the workplace and that I may be subject to testing for drugs and alcohol as a condition of my employment.

Initial: \_\_\_\_\_ If I am offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the U.S.

Initial: \_\_\_\_\_ I understand that, if I am employed, any false statement, misrepresentation, or omission of facts on this application or on any supporting documents, regardless of when discovered to be false or omitted, may result in my immediate dismissal.

Initial: \_\_\_\_\_ I understand that I will be required to possess a current and valid Florida driver's license if my job requires me to drive in the course of my work.

Initial: \_\_\_\_\_ I understand and expressly agree that if employed by Headquarter Toyota, storage areas provided for me (locker, desk, etc.) are open to investigation by the Company without prior notice to me.

Initial: \_\_\_\_\_ I understand that, in accordance with Florida Statue 443.131 (3) (a) (92), if hired, I will be placed on a 90-day introductory probation period. I further understand that if I am terminated for misconduct or unsatisfactory performance within the 90-day probation period, Headquarter Toyota will contest any unemployment benefits I might attempt to obtain as a result of my termination.

Initial: \_\_\_\_\_ I understand that this application for employment shall be considered active for a period of time not to exceed 30 days. If I wish to be considered for employment beyond this time period, I should inquire as to whether or not applications are being accepted at that time and re-apply.

Initial: \_\_\_\_\_ I understand that no supervisor or manager may alter or amend the conditions set forth in the acknowledgments above. I understand that the foregoing conditions can only be altered or amended by a written agreement signed by the **Owner** of Headquarter Toyota.

**My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between Headquarter Toyota and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between Headquarter Toyota and me on such issues. I further certify that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.**

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_