

Inver Grove



LINCOLN

www.invergroveford.com

APPLICATION FOR EMPLOYMENT

PLEASE PRINT ANSWERS TO THE FOLLOWING QUESTIONS. TO BE CONSIDERED FOR EMPLOYMENT, ALL ITEMS MUST BE COMPLETED.

Position Desired _____ Date: _____
Month Day Year
Date available to start work: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT'S STATEMENT

I certify that the information provided on the application is true and complete. I agree that if there is any misrepresentation or omission concerning the information on this application, any offer of employment to me may be withdrawn, and if I have already been hired, my employment may be terminated.

I understand that any offer of employment by this dealership is contingent upon (1) my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States, (2) successful completion of any replacement physical exam and/or drug/alcohol test that may be required by the dealership, and (3) proof of valid driver's license and satisfactory driving record. I understand that my employment may be terminated at any time if the dealership determines or is notified by its insurer that I do not have a valid driver's license or a satisfactory driving record.

No promises concerning the nature or length of my employment have been made to me. If I am hired, I understand that I have the right to terminate my employment at any time and for any reason. Unless I am covered by a collective bargaining agreement containing a contrary provision, I also understand that no one employed by the dealership has the same right to terminate my employment at any time and for any reason. I understand that no one employed by the dealership has the authority to modify these conditions. I hereby release all persons, past and present employers, and educational institutions from any liability to me if they supply information to this dealership as part of an investigation.

My signature reflects that I have read, understood, and have agreed to these terms and conditions. I understand that this application will be considered active for only thirty (30) days, and that if I wish to be considered for employment after that, I must submit a new application

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT

Signature of Applicant

PERSONAL DATA

Name: _____
(Print) Last Name First Middle
Present Address: _____
Street and Number
City State Zip
Telephone No. () _____
Area Code
Social Security Number: _____
Are you 18 years of age or older? ☐ Yes ☐ No

PERSONAL DATA (CONTINUED)

Minnesota law prohibits us from asking you about criminal convictions and traffic violations on this employment application.

We will ask about them if you are selected for an interview or if we make you a conditional offer of employment.

Your criminal convictions or traffic violations may cause us not to offer you employment. Surrounding circumstances will be considered including age, date of conviction, seriousness and the nature of the crime.

EDUCATION

Type of School	Name and Address	No. of Years Completed	Graduated	Course of Study Or Major
High School	Name: _____ Address: _____		Yes No	
College	Name: _____ Address: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational or Trade	Name: _____ Address: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Education or Training			<input type="checkbox"/> <input type="checkbox"/>	

TO BE COMPLETED BY APPLICANTS FOR CLERICAL OR ADMINISTRATIVE POSITIONS

Do you type?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many words per minute? _____
Do you take shorthand?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many words per minute? _____
Business machine experience: _____		
Bookkeeping experience: _____		
Have you ever been bonded?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of bonding company: _____
Have you ever been refused bonding? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details: _____		

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of all of your previous employers in chronological order with present or last employer listed first. Do not omit any past employer. Be sure to account for all periods of time including military service, and any period of unemployment. If more space is needed, you must attach an additional page to this application so that you can include all past employment, military, service, etc.

<u>Name of Last Employer</u>	<u>Employed</u> From (mo./yr.)	<u>Pay</u> Start \$	<u>Your Position(s)</u>	<u>Reason for Leaving</u>
Address:	To (mo./yr.)	Final \$	<u>Name of Last Supervisor</u>	
City, State, Zip Code				
Telephone				

<u>Name of Last Employer</u>	<u>Employed From (mo./yr.)</u>	<u>Pay Start</u> \$	<u>Your Position(s)</u>	<u>Reason for Leaving</u>
Address:	To (mo./yr.)	Final \$	<u>Name of Last Supervisor</u>	
City, State, Zip Code				
Telephone				

<u>Name of Last Employer</u>	<u>Employed From (mo./yr.)</u>	<u>Pay Start</u> \$	<u>Your Position(s)</u>	<u>Reason for Leaving</u>
Address:	To (mo./yr.)	Final \$	<u>Name of Last Supervisor</u>	
City, State, Zip Code				
Telephone				

<u>Name of Last Employer</u>	<u>Employed From (mo./yr.)</u>	<u>Pay Start</u> \$	<u>Your Position(s)</u>	<u>Reason for Leaving</u>
Address:	To (mo./yr.)	Final \$	<u>Name of Last Supervisor</u>	
City, State, Zip Code				
Telephone				

Have you ever been discharged, laid off, or asked to resign from any job? ☐ Yes ☐ No

If yes, please explain circumstances: _____

Please explain fully any periods in your employment history where you were not employed: _____

May we contact your current employer? ☐ Yes ☐ No If no, please explain: _____

PERSONAL REFERENCES

Name	Occupation	Address (Street, City and State)	Telephone Number

ADDITIONAL INFORMATION - Please indicate any actual experience you have in any of the following positions:

OFFICE

- ☐ Office Manager
- ☐ Bookkeeper
- ☐ Accounts Receivable
- ☐ Accounts Payable
- ☐ Payroll Clerk
- ☐ Tag/Title Clerk
- ☐ Warranty Clerk
- ☐ Data Entry
- ☐ Cashier

SALES/LEASING

- ☐ Sales Manager
- ☐ Sales Person (New Car)
- ☐ Sales Person (Used Car)
- ☐ Sales Person (Truck)
- ☐ F&I Manager
- ☐ Leasing Manager
- ☐ Fleet Manager
- ☐ Truck Manager
- ☐ Used Car Manager
- ☐

SERVICE AND REPAIR

- ☐ Service Manager
- ☐ Service Writer/Advisor
- ☐ Dispatcher
- ☐ Shop Foreman
- ☐ Mechanical/Technician
- ☐ Electrician
- ☐ Helper
- ☐ Painter
- ☐ Body Repair

PARTS

- ☐ Parts Manager
- ☐ Parts Counter
- ☐ Parts Stocker
- ☐ Parts Driver

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.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE.

Date

Signature of Applicant



APPLICANT: Complete and sign

RELEASE TO GIVE REFERENCE TO PROSPECTIVE EMPLOYER

In order to provide _____ with
(Name of Dealership)
information and opinions that may be useful to this prospective employer in its hiring
decisions, I authorize any person, school, current or past employer, organization or entity
disclosed in my resume, application, or interview to provide any information and opinion
which may include, but is not limited to, my dates of employment, title, job classification,
compensation history, reasons for leaving, job-related knowledge and skills, job
performance, attendance record, disciplinary action and character. I acknowledge that the in
formation divulged may be negative or positive with respect to me.

A photocopy of this signed Release shall have the same force and effect as the original Re-
lease signed by me.

Name (please print)

Signature

Date: _____

CONSUMER REPORT DISCLOSURE AND AUTHORIZATION FORM

Disclosure

In connection with your application for employment or current employment or contract with, Inver Grove Ford, we may seek to obtain a consumer report bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living, including but not limited to a Motor Vehicle Report. Please sign below to provide us your authorization to procure such a report.

(Print Name)

Employee, Prospective Employee and/or Owner Operator

Authorization

I authorize Inver Grove Ford to obtain a consumer report in connection with my application for employment, employment or contract.

(Signature)

Consumer

- ☐ Please check this box if you would like to receive a copy of the consumer report.
Note: We will automatically provide you a copy of your consumer report if adverse employment action is taken against you in whole or in part because of what is contained in your consumer report. In addition, you have the right to request directly from the applicable consumer-reporting agency, a complete disclosure of the nature and scope of the consumer report that we have requested.

To Prospective Employee of Inver Grove Ford Lincoln:

Thank you for applying for a position at Inver Grove Ford Lincoln. Your employment with this company is contingent on passing a drug test & criminal background check.

You have the right to refuse to take the drug test. If you refuse, however, you will not be employed by Inver Grove Ford Lincoln.

A positive drug test result, which is verified by a confirmatory test, will also bar your employment with Inver Grove Ford Lincoln. You will, however, be given the opportunity to explain in writing any positive result.

You will have three business days after the positive confirmatory test result to submit information to Inver Grove Ford Lincoln to explain the result or to request another confirmatory test **AT YOUR EXPENSE**.

Please sign below indicating that you have read the above & that you have seen Inver Grove Ford Lincoln's Drug and Alcohol Policy.

Date: _____

Applicant Signature

TENA
**INFOBUREAU
SERVICES**

Notice and Authorization

I authorize **TENA INFOBUREAU SERVICES** to prepare, or cause to be prepared, an investigative consumer report including, but not limited to, obtaining a consumer report and information as to my credit worthiness, credit standing, character, general reputation, credit capacity, personal characteristics, and mode of living. This report may involve personal interviews with sources such as neighbors, friends, associates, past employers and educational institutions. Public records, such as civil and criminal records, driving records, liens, judgments, bankruptcy, may be used in this report.

I have the right to request additional disclosures regarding the nature and scope of the investigation as well as a written summary of my rights under the Fair Credit Reporting Act.

In using a consumer report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates, a copy of the report and a description in writing of the rights of the consumer under this title, as prescribed by the Federal Trade Commission section 609 (c)(3).

(Minnesota, Oklahoma, and California Applicants ONLY) Check the box if you wish to receive a copy of the report. ☐

By signing below, I acknowledge that I have received a copy of this Notice and Authorization.

Signature: _____ Date: _____

Print Name: _____

Other Name(s) Used: _____
(Maiden, Alias, etc.) (Date of Change)

Social Security Number: _____ - _____ - _____

Date of Birth (for ID purposes only): _____ - _____ - _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Previous Address: _____

City: _____ State: _____ Zip Code: _____

Previous Address: _____

City: _____ State: _____ Zip Code: _____

Driver License Number: _____ State: _____

Equal Employment Opportunity is THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires nondiscrimination and equal employment opportunity to ensure equality in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires equal employment opportunity to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodations, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C., 4212, prohibits job discrimination and requires equal employment opportunity to employ and advance in employment qualified Vietnam era veterans, qualified disabled veterans, recently separated veterans, and other protected veterans.

Any person who believes a contractor has violated its nondiscrimination or equal employment opportunity obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 693-0101, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits 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 or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should contact immediately:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Sections 501, 504 and 505 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.



NOTICE

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS*

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits *polygraph* (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

EXAMINEE RIGHTS

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties up to \$10,000 against violators. Employees or job applicants may also bring their own court actions.

ADDITIONAL INFORMATION

Additional information may be obtained, and complaints of violations may be filed, at local offices of the Wage and Hour Division. To locate your nearest Wage-Hour office, telephone our toll-free information and help line at 1 - 866 - 4USWAGE (1 - 866 - 487 - 9243). A customer service representative is available to assist you with referral information from 8am to 5 pm in your time zone; or if you have access to the internet, you may log onto our Home page at www.wagehour.dol.gov.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

**The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.*

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1462
June 2003

Para informacion en espanol, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identity theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer,

landlord, or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051