



HANOVER · CAPE COD

# Application for Employment

Notes: 1) This is an abbreviated employment application; if selected for further consideration you will be asked to complete a long-form employment application, Basic Skills Checklist, and Motor Vehicle Record Request. 2) Applicants requiring reasonable accommodation for the application and/or interview process should notify the dealership's Human Resources Coordinator. 3) See Page 2 of this document for important information relative to your Application for Employment.

## Applicant Information (please print neatly):

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Telephone No.: (\_\_\_\_\_) \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_ Location applying to:  Hanover  Hyannis

**Employment Eligibility:** Are you legally eligible to work in the United States?  Yes  No

**Driving Experience:** Do you have a valid driver's license?  Yes  No

Have you had a driver's license for at least 4 years?  Yes  No

## Education, Training, Skills:

Last school attended: \_\_\_\_\_ City, State: \_\_\_\_\_

Highest grade completed or certificate/degree conferred: \_\_\_\_\_

**Skills & Qualifications** (Note any training, skills, etc., that may assist in performing the job for which you are applying): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Current or Most Recent Employment:

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Employer's City/Town, State: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ End Date (if applicable): \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**\*\* Include your resume or a letter of introduction outlining your employment history with this application. \*\***

## Applicant Acknowledgment

*I certify that the information provided on this Employment Application and any supplemental information provided separately but made a part hereto, including my resume, letter of introduction, etc., is true and accurate; furthermore, I have read, understand, and accept all terms related to the Applicant Statement and Arbitration Agreement that appear on Page 2 of this Application for Employment and considered essential elements of this document.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant Statement & Arbitration Agreement.** *Do not sign the Applicant Acknowledgment on Page 1 of this Application for Employment without reading this document in its entirety.*

I certify that all information I have provided in order to apply for—and possibly secure—work with this employer is true, complete, and correct.

I understand that this is an abbreviated employment application, and if this initial application leads to further consideration of my candidacy for employment, I will be asked to complete a full employment application, provide a copy of my driver's license, answer questions about my driving history, provide necessary personal information to the dealership's insurance carrier to enable a check of my driving record, disclose certain criminal convictions as permitted by law, complete a checklist of Basic Skills/Abilities relative to the position(s) for which I am applying, and other possible candidate screening procedures.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from employers, public agencies, licensing authorities, and educational institutions, and to otherwise verify the accuracy of all information provided by me in this application, resume, and/or job interview.

I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law. I understand that this application remains current for 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

I understand that this application does not constitute an agreement or contract for employment for any specified period or definite duration, and no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. Any employer who violates this law shall be subject to criminal penalties and civil liability.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**ARBITRATION AGREEMENT RELATIVE TO YOUR APPLICATION FOR EMPLOYMENT:** Should any dispute between you as an Employment Applicant ("Applicant") and Hanover Automotive Group, Inc. ("Company") arise at any time out of any aspect of the employment application and consideration processes with the Company and/or against any employee, officer, alleged agent, director, affiliation, subsidiary, or sister company relationship, or relating to an application or candidacy for employment, Applicant and Company will confer in good faith to resolve promptly such dispute. In the event that Applicant and Company are unable to resolve their dispute, and should either desire to pursue a claim against the other, both parties agree to have the dispute resolved through alternate dispute resolution ("ADR") by final and binding arbitration. Applicant and Company agree that Arbitration shall be held in the county and state where the Applicant applied for employment.

ADR/Arbitration shall be conducted by an impartial third-party ADR provider with a qualified ADR representative ("Arbitrator") such as the American Arbitration Association ("AAA"), National Arbitration and Mediation ("NAM"), or similar, and subject to the rules, procedures, and fee schedule of the designated ADR provider in effect at the time the claim is filed with the Arbitrator.

All previously unasserted claims arising under federal, state, or local statutory or common law and all disputes relating to the validity of this agreement as well as this arbitration provision, shall be decided by final and binding arbitration. Any award of the arbitrator(s) is final and binding and may be entered as a judgment in any court of competent jurisdiction. In the event a court having jurisdiction finds any portion of this agreement unenforceable, that portion shall not be effective and the remainder of the agreement shall remain in effect.

Availability and Provision of Arbitration Procedure. A copy of this Arbitration Agreement and the aforementioned ADRs' procedures and fee schedules are on display in our employment office and copies will be provided to you upon your request. This information is also available online at [www.adr.org/labor](http://www.adr.org/labor) for AAA, and [www.namadr.org](http://www.namadr.org) for NAM.

**QUESTIONS?** If you have any questions regarding the Applicant Statement and Arbitration Agreement above, please ask the Company's Human Resources Coordinator before acknowledging this document with your signature which, by signing, you are acknowledging that you have asked any and all questions relative to this Employment Application, the Applicant Statement, Arbitration Agreement, arbitration procedures and fee schedules, and agree to their respective terms.