

**APPLICATION FOR EMPLOYMENT**

**MANSFIELD MOTOR GROUP**

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
 Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
LAST FIRST MIDDLE  
 Address: \_\_\_\_\_  
STREET CITY STATE ZIP CODE  
 Telephone #: ( ) \_\_\_\_\_ Cell or Other #: ( ) \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? .....  Yes |  No  
 If no, please explain: \_\_\_\_\_  
 Have you ever been employed here before? If yes, give dates and positions.....  Yes |  No  
 Are you legally eligible for employment in this country? .....  Yes |  No  
 Date available for work \_\_\_\_\_ What is your desired salary range? \$ \_\_\_\_\_  
 Type of employment desired: \_\_\_ Full-Time \_\_\_ Part-Time \_\_\_ Temporary \_\_\_ Seasonal \_\_\_ Educational Co-Op  
 Have you ever pled "guilty" or "no contest" to or been convicted of a crime? .....  Yes |  No  
 If yes, please provide date(s) and details: \_\_\_\_\_

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

From:	To:	Employer:	Telephone #
			( )
Title:		Address:	
Immediate Supervisor/Title:		Summarize the nature of work performed and job responsibilities	
May we contact for reference?			
Yes   No   Later			
Reason for leaving:		Hourly rate / Salary:	
		Start \$     per   Final \$     per	
From:	To:	Employer:	Telephone #
			( )
Title:		Address:	
Immediate Supervisor/Title:		Summarize the nature of work performed and job responsibilities	
May we contact for reference?			
Yes   No   Later			
Reason for leaving:		Hourly rate / Salary:	
		Start \$     per   Final \$     per	
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			( )
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Immediate Supervisor/Title:		Summarize the nature of work performed and job responsibilities	
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Yes   No   Later			
Reason for leaving:		Hourly rate / Salary:	
		Start \$     per   Final \$     per	
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			( )
Title:		Address:	
Immediate Supervisor/Title:		Summarize the nature of work performed and job responsibilities	
May we contact for reference?			
Yes   No   Later			
Reason for leaving:		Hourly rate / Salary:	
		Start \$     per   Final \$     per	

**SKILLS AND QUALIFICATIONS**

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job related functions in the position for which you are applying:

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**EDUCATIONAL BACKGROUND IF JOB RELATED**

Name and location	# of Years Completed	Attendance Date	Degree/Diploma	GPA/Class Rank	Major	Minor
High School						
College						
Other						

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**FRIENDS AND / OR RELATIVES**

Do any of your relatives work here? Yes No If yes who and how are you related \_\_\_\_\_

Do any of your friends work here? Yes No If yes who \_\_\_\_\_

**REFERENCES**

List name and telephone of three business/work references that are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Telephone	Years Known

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**APPLICANT STATEMENT**

I understand that if I am employed, any misrepresentation of material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's services, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

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

**CONSENT TO CONDUCT BACKGROUND INVESTIGATION**

As a condition of and in consideration for this application regarding employment with Mansfield Motor Group, AKA Whitey's Auto Group, I give my permission to Mansfield Motor Group, AKA Whitey's Auto Group to investigate my person employment history.

I understand this background investigation will include, but not limited to, verification of all information on my Employment Application and Resume that I submitted for employment, as well as interviews with past employers and a criminal history background check. In some cases, a credit check will also be conducted. I further give my permission to Mansfield Motor Group, AKA Whitey's Auto Group to conduct this investigation and to discuss the results of this investigation in connection with my application and resume for employment.

I agree to fully cooperate in Mansfield Motor Group, AKA Whitey's Auto Group's background investigation and have signed the consent below to waiver or release any or all relevant information.

In the event that any former employer or federal, state or local governmental agency will not release reference information or criminal history directly to the employer, I agree to personally request such information to the extent permitted by law.

I agree not to hold Mansfield Motor Group, AKA Whitey's Auto Group liable for any decisions that may have come as a result of the information obtained

Initial

I understand that Mansfield Motor Group, AKA Whitey's Auto Group will conduct a background check as listed above.

I understand that Mansfield Motor Group, AKA Whitey's Auto Group will determine employment status based on the information obtained through the background check.

I understand that my driving record may affect my employment status with Mansfield Motor Group, AKA Whitey's Auto Group. Insurance company guidelines are 4 points or less and number of frequency of occurrences.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name