



Application for Employment

Personal Information

Name:			Today's Date:		
Last	First	M.I.			
Social Security Number:			Daytime Phone:		
Date of Birth:					
Present Address:			Evening Phone (cell):		
City:			State:		Zip:
Are you eligible to work in the USA? <input type="radio"/> YES <input type="radio"/> NO					
Are you 18 years of age or older? <input type="radio"/> YES <input type="radio"/> NO					
Do you have a valid driver's license? <input type="radio"/> YES <input type="radio"/> NO					
Driver's License Number: _____			State: _____		

Position Applying For

Title:		Referred By:	
Type of Work:		Pay Desired:	
<input type="radio"/> Full-Time	<input type="radio"/> Part-Time	<input type="radio"/> Temporary	<input type="radio"/> This is an hourly figure <input type="radio"/> This is a yearly figure <input type="radio"/> Other _____
Have you ever been employed at an automobile dealership?		<input type="radio"/> YES <input type="radio"/> NO	
IF YES, Dates: From _____ To _____		Where: _____	

Education

High School (Name, City, State): _____
--

Circle Last Year of Education Completed: 9 10 11 12 13 14 15 16 17 18 19 20	Graduated: <input type="radio"/> YES <input type="radio"/> NO GPA:		
Business or Technical School:			
Location:	Degree, Major:		
University or College:			
Location:	Degree, Major:		
Graduate School:			
Location:	Degree, Major:		
Professional Information (if applicable)			
Professional License(s):	License Number:		
Effective Date:	Expiration Date:		
Registry or Certification:	Registration Number:		
Effective Date:	Expiration Date:		
Out-of-State License(s):	License Number(s):		
Personal References			
Name	Address	Phone Number	Relationship
Name	Address	Phone Number	Relationship
Name	Address	Phone Number	Relationship

Previous Dealership Experience (circle all that apply, explain role):

Sales Department: _____

Service Department: _____

Parts Department: _____

Collision Center: _____

Office/Support Team: _____

Other(please list): _____

Employment

List all periods of employment, self-employment, U.S. Military service, and verifiable volunteer work beginning with your present job. **Please print clearly.** If you need additional space, please list information on the back of this booklet.

Present/Last Employer:	Type of Business:
Address:	Phone Number:
Employment Dates: From _____ To _____	May we contact? <input type="radio"/> YES <input type="radio"/> NO
Pay:	Reason for Leaving:
Job Title:	Supervisor and Title:
Description of Job and Duties:	
If presently employed, why do you wish to change employers?	
Suppose we were to call your supervisor at this place of business:	
How would he or she describe your job performance?	<input type="radio"/> Outstanding <input type="radio"/> Above average <input type="radio"/> Average <input type="radio"/> Somewhat below average <input type="radio"/> I don't know
How would he or she describe your attendance record?	<input type="radio"/> Never missed a day <input type="radio"/> Seldom missed a day (e.g., 1 to 2 days a year) <input type="radio"/> Sometimes missed a day (e.g., 3 to 5 days a year) <input type="radio"/> Occasionally missed a day (e.g., 6 to 10 days a year) <input type="radio"/> Frequently missed a day (more than 10 days a year)
How often would he or she say you were late for work?	<input type="radio"/> Never late <input type="radio"/> Seldom late (e.g., 1 to 2 times a year) <input type="radio"/> Sometimes late (e.g., 3 to 5 times a year) <input type="radio"/> Occasionally late (e.g., 6 to 10 times a year) <input type="radio"/> Frequently late (more than 10 times a year)
Employer:	Type of Business:
Address:	Phone Number:
Employment Dates: From _____ To _____	May we contact? <input type="radio"/> YES <input type="radio"/> NO
Pay:	Reason for Leaving:
Job Title:	Supervisor and Title:
Description of Job and Duties:	

Employment (continued)

Suppose we were to call your supervisor at this place of business:

How would he or she describe your job performance?

- Outstanding
- Above average
- Average
- Somewhat below average
- I don't know

How would he or she describe your attendance record?

- Never missed a day
- Seldom missed a day (e.g., 1 to 2 days a year)
- Sometimes missed a day (e.g., 3 to 5 days a year)
- Occasionally missed a day (e.g., 6 to 10 days a year)
- Frequently missed a day (more than 10 days a year)

How often would he or she say you were late for work?

- Never late
- Seldom late (e.g., 1 to 2 times a year)
- Sometimes late (e.g., 3 to 5 times a year)
- Occasionally late (e.g., 6 to 10 times a year)
- Frequently late (more than 10 times a year)

Employer:

Type of Business:

Address:

Phone Number:

Employment Dates: From _____ To _____

May we contact? YES NO

Salary:

Reason for Leaving:

Job Title:

Supervisor and Title:

Description of Job and Duties:

Suppose we were to call your supervisor at this place of business:

How would he or she describe your job performance?

- Outstanding
- Above average
- Average
- Somewhat below average
- I don't know

How would he or she describe your attendance record?

- Never missed a day
- Seldom missed a day (e.g., 1 to 2 days a year)
- Sometimes missed a day (e.g., 3 to 5 days a year)
- Occasionally missed a day (e.g., 6 to 10 days a year)
- Frequently missed a day (more than 10 days a year)

How often would he or she say you were late for work?

- Never late
- Seldom late (e.g., 1 to 2 times a year)
- Sometimes late (e.g., 3 to 5 times a year)
- Occasionally late (e.g., 6 to 10 times a year)
- Frequently late (more than 10 times a year)

Employment (continued)	
Employer:	Type of Business:
Address:	Phone Number:
Employment Dates: From _____ To _____	May we contact? <input type="radio"/> YES <input type="radio"/> NO
Pay:	Reason for Leaving:
Job Title:	Supervisor and Title:
Description of Job and Duties:	
Employer:	Type of Business:
Address:	Phone Number:
Employment Dates: From _____ To _____	May we contact? <input type="radio"/> YES <input type="radio"/> NO
Pay:	Reason for Leaving:
Job Title:	Supervisor and Title:
Description of Job and Duties:	
Employer:	Type of Business:
Address:	Phone Number:
Employment Dates: From _____ To _____	May we contact? <input type="radio"/> YES <input type="radio"/> NO
Pay:	Reason for Leaving:
Job Title:	Supervisor and Title:
Description of Job and Duties:	
Employer:	Type of Business:
Address:	Phone Number:
Employment Dates: From _____ To _____	May we contact? <input type="radio"/> YES <input type="radio"/> NO
Pay:	Reason for Leaving:
Job Title:	Supervisor and Title:
Description of Job and Duties:	

Periods of Unemployment							
Account for all periods of unemployment of one month duration or more since you left school until the present time.							
FROM:	TO:	Please state what you were doing.					
Mo./Yr.	Mo./Yr.						
Mo./Yr.	Mo./Yr.						
Mo./Yr.	Mo./Yr.						
Additional Qualifications							
What knowledge, special skills, additional technical expertise, and/or individual capabilities do you have which prepare you for the position you have applied for?							
List any job-related or other special recognitions you have received (i.e., awards, community recognition, etc.).							
Date available to begin work:							
List hours and days you are available to work:							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FROM							
TO							
Applicant Statement							
<p>I have answered all questions to the best of my ability. If employed, I realize false information will be grounds for dismissal. I authorize any necessary inquiries as to my character, reputation, and ability and release those supplying any information from all liability. I understand that upon an offer of employment, I will be required to pass a drug test prior to employment. Also, I understand that upon an offer of employment, I may be required to pass a physical examination and provide proof of eligibility to work (legal work status).</p> <p>By signing my name below, I understand that nothing contained in this application or in the interview process is intended to create an employment contract between the dealership and myself. Should this application result in my employment, I will be employed at will. This means that I have a right to terminate my employment at any time and for any reason and the dealership retains a similar right.</p> <p>In compliance with the Fair Credit Reporting Act, we hereby notify you that for employment purposes we may request a consumer credit report in connection with your application for employment or in connection with your employment. A driving record for at least the last three years must be provided to the company from the appropriate state department of motor vehicles in order to be considered for employment.</p> <p>Stuckey Ford / Stuckey Subaru is a drug and alcohol free work place. We will make all offers of employment subject to the results of a drug and/or alcohol test. A copy of our complete drug and alcohol free work place policy is contained in our employee handbook.</p> <p>I hereby acknowledge that I have read and understand each of the above statements and that the information I have provided above is true and correct. In consideration of any employment I agree to conform to the rules and regulation of the company.</p>							
Signature of Applicant:				Date:			