



VANCOUVER AUTO GROUP

Employment Application

Effective January 1, 2014

To All Prospective Employees of:

**Vancouver Ford
Vancouver Hyundai
Vancouver Quick Lane**

It is the responsibility of Vancouver Ford/Hyundai/Quick Lane Management to provide an environment for its employees and its guests that is as safe as possible. It is also in the best interests of the Company to protect its reputation and public image by carefully selecting the employees that are employed by the Company. In order to provide for these values it is the Company's policy that all applicants will be screened by way of a background check utilizing the public records of the State of Oregon and the State of Washington. For those applicants who have not resided in either or both states for a combined total of 5 years prior then the Company will search the public record in the applicable states listed on the Application for Employment for a total history of 5 years.

It is the policy of Ford/Hyundai/Quick Lane that all new employees will be required to take a physical and drug screen test, prior to being employed.

We have made arrangements for this testing through the Northwest Occupational Medical Center, located at 4421 St. Johns Blvd, Suite D here in Vancouver. This physical and drug screen test is at no cost to you.

Provided that you successfully complete the interview process, an appointment will be made for you at the clinic for your pre-employment physical and drug screen test.

All employment relationships between you and Ford/Hyundai/Quick Lane are subject to Mandatory Binding Arbitration. You will be required to sign a Mandatory Binding Arbitration Agreement prior to the commencement of employment.

Thank you,

Jon Creedon
President
Vancouver Ford, Inc.



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EQUAL EMPLOYMENT OPPORTUNITY. Vancouver Ford, Inc. is an equal opportunity employer, and does not discriminate against applicants or employees on the basis of race, color, sex, religion, marital status, national origin, age, veteran status, or physical or mental handicap. This policy of nondiscrimination extends to all terms, conditions and privileges of employment and to all personnel actions.

NAME (LAST, FIRST, MIDDLE) (Please Print) _____ SOCIAL SECURITY NUMBER _____ DATE _____

STREET ADDRESS/CITY/STATE/ZIP _____ WORK TELEPHONE NUMBER _____ HOME TELEPHONE NUMBER _____

EMAIL ADDRESS: _____ CELL PHONE: _____

CITIZEN OF U.S.? YES NO Years in this general area? _____

Specify type or types of work desired: _____

Date of Birth (if under 18) _____ What type of work are you seeking? Part-time work
 Full-time work
 Will you work any shift? YES NO If no, shift(s) you will work? _____
 Are you willing to work overtime? YES NO Are you willing to work weekends? YES NO
 Are you licensed to drive? YES NO Date you can start work _____
 Referred to this facility by? _____ Have you ever been employed by this facility? _____
 If so, give dates and reason for leaving _____

Have you ever worked in a Dealership before? YES NO Job _____

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

<u>Present or Last Employer</u>	<u>Employed From (mo/yr)</u>	<u>Pay Start \$</u>	<u>Your Title or Position</u>	<u>Exact Reason for Leaving</u>
Address				
City, State, Zip Code	To(mo/yr)	Final \$	Name and Title of <u>Last Supervisor</u>	
Telephone				
<u>Previous Employer</u>	<u>Employed From (mo/yr)</u>	<u>Pay Start \$</u>	<u>Your Title or Position</u>	<u>Exact Reason for Leaving</u>
Address				
City, State, Zip Code	To(mo/yr)	Final \$	Name and Title of <u>Last Supervisor</u>	
Telephone				



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

Have you ever been terminated or asked to resign from any job? [] Yes [] No

If Yes, please explain circumstances _____

Please explain fully any gaps in your employment history _____

May we contact your current employer? [] Yes [] No If No, please explain _____

If hired, can you furnish proof that you are over 18 years of age? [] Yes [] No

Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? [] Yes [] No

Do you have adequate transportation to and from work? [] Yes [] No

Explain why you are interested in working for _____

Are there any other experiences, skills, or qualifications which you feel would especially qualify you for work at _____

_____ ? (e.g., computer, word processor, body shop repair work)

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL AND LOCATION	MAJOR/ DEGREE	DID YOU GRADUATE?	NUMBER OF YEARS COMPLETED
High School				
College				
Trade/Business School				



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Describe any education course(s), program(s) you are enrolled in and indicate the target date for completion.

List other work experience and/or skills, knowledge, talents, business licenses, or any other job-related experiences not Covered elsewhere _____

Additional comments which you feel would be of importance in our consideration of your application (for example, hobbies scholastic or other honors, fluency in foreign languages) _____

DRIVING INFORMATION

Complete the following if applying for a position which requires driving.

Do you have a current drivers license? [] Yes [] No

State _____ License Number _____ Expiration Date _____

Has your driver's license ever been suspended or revoked? [] Yes [] No

If Yes, please explain circumstances: _____

Do you have personal automobile insurance? [] Yes [] No

If No, please explain circumstances: _____

Have you ever been cited for driving under the influence (DUI) or driving while intoxicated (DWI)? [] Yes [] No

If Yes, please explain the outcome: _____

Please list all moving traffic violations in the last five (5) years:

Offense Date	Location	Offense	Offense Date	Location	Offense
Offense Date	Location	Offense	Offense Date	Location	Offense

(Do not include arrests or convictions that have been sealed or expunged in answering the above questions.)

How many days of work have you missed in the last three years due to reason other than paid holidays and vacation?

Year _____ Number of Days _____

Year _____ Number of Days _____

Year _____ Number of Days _____

PLEASE READ THE FOLLOWING BEFORE SIGNING THIS APPLICATION.

APPLICANT RESPONSES: I represent that my responses set forth in this Application are truthful, accurate and complete. Any and all false or inaccurate statements made by me in this Application or otherwise during the employment process shall be grounds both for rejecting my Application for employment and, should I be hired by Vancouver Ford, Inc., termination of my employment.

Signed: _____ Date: _____



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Permission to Procure an Investigative Consumer Report

PLEASE TYPE OR PRINT LEGIBLY NAME AS IT APPEARS ON YOUR DRIVER'S LICENSE

LAST _____ FIRST _____ FULL MIDDLE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

Please list other names used and dates of name change in the last ten years:

DOB: _____ / _____ / _____ SSN: _____ - _____ - _____

DRIVER'S LICENSE NUMBER _____ STATE _____

Have you ever been convicted of a crime? _____

If yes, please provide details. (A yes answer will not necessarily disqualify you from employment.)

Please list Residences in the last 10 years:

State _____ City _____ County _____ Years: _____ to _____

State _____ City _____ County _____ Years: _____ to _____

State _____ City _____ County _____ Years: _____ to _____

State _____ City _____ County _____ Years: _____ to _____

INVESTIGATIVE CONSUMER REPORT AUTHORIZATION

In connection with my application I understand that an investigative consumer report may be requested that may include information regarding my court records both civil and criminal, my driving records, educational and professional credentials, and personal and professional references. This may come from either public or private sources and may contain information regarding my character, experience, work habits, and reasons for termination from past employers. I understand that this document shall be kept on file and may be used at any time during my employment to procure an investigative report. I hereby release and discharge to the extent permitted by law, Vancouver Ford, its employees, any individual or agency obtaining information for Vancouver Ford, my personal and professional references, and my former employers, from any and all claims known or unknown, damages, losses, liabilities, cost, or other expenses arising from the retrieving, reporting, and/or disclosure of information in connection with this background investigation. I also understand that I may (1) request in writing the nature of the information obtained, and (2) request a written summary of my rights under the Fair Credit Reporting Act. I hereby agree that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes present and future. I have read, understand and agree with the above.

Signed: _____ Date: _____

Witnessed: _____

***Witness signature must be obtained by the Vancouver Ford employee to which you are giving your application and permission forms to.**



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REFERENCES: I authorize representatives of Vancouver Ford, Inc. to contact educational institutions and employers designated in this Application for purposes of verification and investigation of my educational and employment background and performance. Such individuals and organizations are authorized to release such information as may be requested by Vancouver Ford, Inc.'s representatives. I understand that an unsatisfactory reference shall be grounds for both rejecting my Application for employment and, should I be hired by Vancouver Ford, Inc., termination of my employment.

NON-BINDING APPLICATION AND INTERVIEW PROCESS: Submission of this Application does not entitle me to be interviewed by Vancouver Ford, Inc. Further, nothing in this Application or in the employment evaluation process shall be construed as either an offer of employment or an obligation on the part of Vancouver Ford, Inc. to provide any benefit to me.

DURATION OF THIS APPLICATION: This Application shall be pending, until withdrawn by me, until Vancouver Ford, Inc. makes a decision on whether or not to hire me or until the 30th day after submission of this Application to Vancouver Ford, Inc. whichever occurs first. If no action is taken on my Application within the 30-day period, I understand that I must re-apply to Vancouver Ford, Inc. in order to be considered for employment.

***EMPLOYMENT AT WILL:** All Vancouver Ford, Inc. employees are employees at will, which means that both Vancouver Ford, Inc. and its employees are free to terminate the employment relationship at any time and at the sole discretion of either party. I understand that no Vancouver Ford, Inc. supervisor or other employee has the authority to alter the nature of this employment relationship.

COMPLIANCE WITH VANCOUVER FORD, INC.'s RULES AND POLICIES: Should I be employed by Vancouver Ford, Inc., I agree to comply with any and all employment rules and policies of Vancouver Ford, Inc.

We intend to request a background investigation regarding your general reputation, education, work experience, finances and community standing. In accordance with the Fair Credit Reporting Act and related statutory provisions, you have a right to request in writing a disclosure of the nature and scope of the information requested. Your signature below indicates your acceptance of these terms.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE.

Date

Signature

***Personal Profile System* INSTRUCTIONS**

Following is our *Personal Profile System* Response Page. Please only fill out the next page, the *Personal Profile System* Response Page. **DO NOT** try to fill out the following page noted for internal use. Continue on the last page and fill out the Permission to Procure an Investigative Consumer Report.

RESPONDING

- A. Study the four descriptive words in the first group of words while *thinking about how you would act and feel in your selected setting or focus.*
- B. **Select only one word that MOST describes you and color the oval after that word in the MOST column.**
- C. **Select only one word that LEAST describes you and color the oval after that word in the LEAST column.**
- D. Use the same procedure to respond to all of the groups of descriptive words.

Remember: *Only one MOST and one LEAST* choice for each group!

Personal Profile System - Response Page

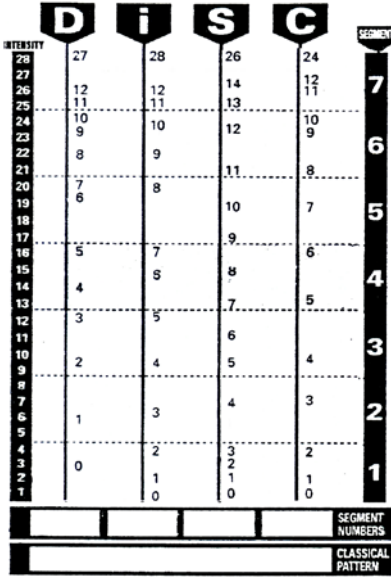
Choose one **MOST** and one **LEAST** in each of the 28 groups of words that most describes you and least describes you.

MOST ☺		LEAST ☹		MOST ☺		LEAST ☹		MOST ☺		LEAST ☹					
1	enthusiastic daring diplomatic satisfied	<input type="radio"/>	<input type="radio"/>	8	poised observant modest impatient	<input type="radio"/>	<input type="radio"/>	15	attractive introspective stubborn predictable	<input type="radio"/>	<input type="radio"/>	22	impulsive introverted forceful easy-going	<input type="radio"/>	<input type="radio"/>
2	cautious determined convincing good-natured	<input type="radio"/>	<input type="radio"/>	9	tactful agreeable magnetic insistent	<input type="radio"/>	<input type="radio"/>	16	logical bold loyal charming	<input type="radio"/>	<input type="radio"/>	23	good mixer refined vigorous lenient	<input type="radio"/>	<input type="radio"/>
3	friendly accurate outspoken calm	<input type="radio"/>	<input type="radio"/>	10	brave inspiring submissive timid	<input type="radio"/>	<input type="radio"/>	17	sociable patient self-reliant soft-spoken	<input type="radio"/>	<input type="radio"/>	24	captivating contented demanding compliant	<input type="radio"/>	<input type="radio"/>
4	talkative controlled conventional decisive	<input type="radio"/>	<input type="radio"/>	11	reserved obliging strong-willed cheerful	<input type="radio"/>	<input type="radio"/>	18	willing eager thorough high-spirited	<input type="radio"/>	<input type="radio"/>	25	argumentative systematic cooperative light-hearted	<input type="radio"/>	<input type="radio"/>
5	adventurous insightful out-going moderate	<input type="radio"/>	<input type="radio"/>	12	stimulating kind perceptive independent	<input type="radio"/>	<input type="radio"/>	19	aggressive extroverted amiable fearful	<input type="radio"/>	<input type="radio"/>	26	jovial precise direct even-tempered	<input type="radio"/>	<input type="radio"/>
6	gentle persuasive humble original	<input type="radio"/>	<input type="radio"/>	13	competitive considerate joyful private	<input type="radio"/>	<input type="radio"/>	20	confident sympathetic impartial assertive	<input type="radio"/>	<input type="radio"/>	27	restless neighborly appearing careful	<input type="radio"/>	<input type="radio"/>
7	expressive conscientious dominant responsive	<input type="radio"/>	<input type="radio"/>	14	fussy obedient firm playful	<input type="radio"/>	<input type="radio"/>	21	well-disciplined generous animated persistent	<input type="radio"/>	<input type="radio"/>	28	respectful pioneering optimistic helpful	<input type="radio"/>	<input type="radio"/>

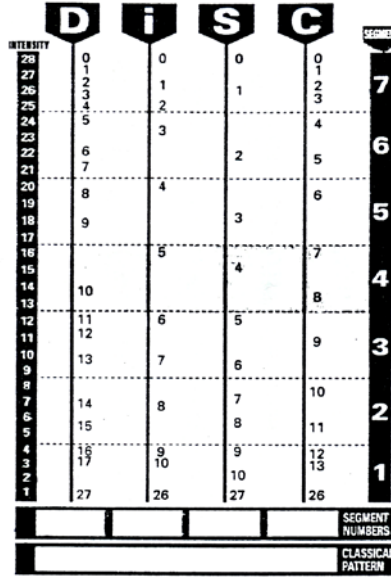
EXAMPLE: The individual responding tends to be most enthusiastic and least satisfied in his/her selected setting.

EXAMPLE		MOST ☺		LEAST ☹	
enthusiastic	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
daring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
diplomatic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
satisfied	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

GRAPH I

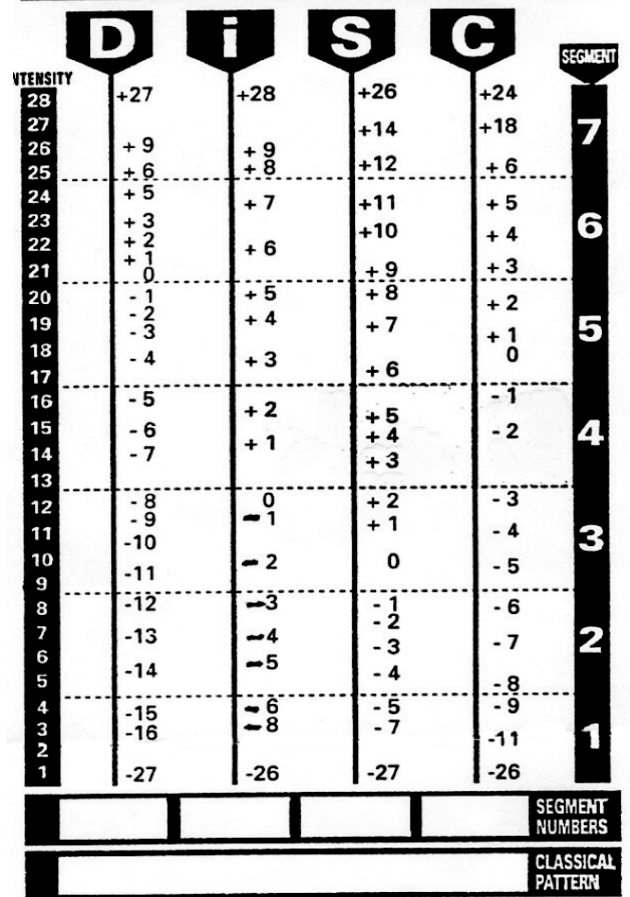


GRAPH II



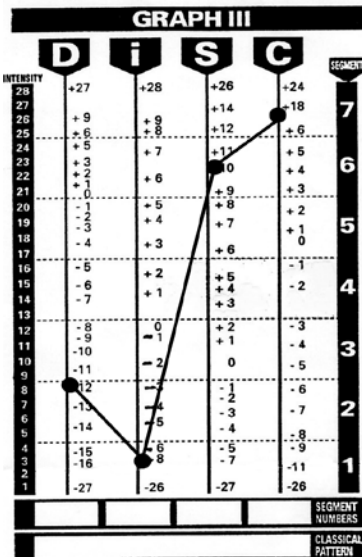
THIS PAGE IS NOT TO BE FILLED OUT BY APPLICANT
FOR INTERNAL USE ONLY

GRAPH III



5 Interpretation

- Circle the peak(s) of the four plotting points in **Graph III**. See **Example below**. If two plotting points are equally high, circle both points.
- Identify the behavior tendency for each plotting point circled. Each scale is labeled **D**, **I**, **S** or **C** at the top of the graph. The example shows a high point on the **C** scale followed by a secondary high point on the **S** scale.



HIGHER PLOTTING POINTS
↑
↓
LOWER PLOTTING POINTS

