



EMPLOYMENT APPLICATION

An Equal Opportunity Employer

PLEASE PRINT

Date _____

Name _____
Last First Middle

Present Address _____
No. Street City State Zip

Permanent Address _____
If different from Present Address No. Street City State Zip

Business Telephone () _____ Home Telephone () _____

Social Security Number _____

EMPLOYMENT POSITION DESIRED

Position applying for: _____

Are you applying for: Fulltime Part-Time Temporary

What days and hours are you available for work? _____

If applying for temporary work, during what period of time will you be available? From _____ To _____

Are you available for work on weekends? Yes No

Would you be available to work overtime, if necessary? Yes No

If hired, on what date can you start work? _____ Salary desired: _____

PERSONAL INFORMATION

Have you ever applied to or worked for our company before? Yes No

Do you have any friends or relatives working for our company? Yes No

If yes, state their name(s) _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you least 18 years old? (if under 18, hire is subject to certification that you are of minimum legal age) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying? Yes No
(if no, describe the functions which cannot be performed) _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and or skill and agility tests.)

Have you ever been convicted of a crime? Yes No

(This includes a plea of guilty or non-contest which resulted in a criminal conviction. (Please exclude misdemeanor convictions for marijuana related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and/or misdemeanor convictions for which probation was successfully completed or otherwise discharged or dismissed.)

If yes, please describe the nature of the crime(s), the date and place of the conviction(s), and the legal disposition(s) of the case(s): _____

(We will not deny employment to any applicant solely because the person has been convicted of a crime. We may consider such factors as the nature, date, and circumstances of the conviction, as well as whether the conviction is relevant to the duties of the position applied for by the applicant.)

Are you currently employed? Yes No. If so, may we contact your employer? Yes No

EDUCATION, TRAINING AND EXPERIENCE

Table with 4 columns: School, Name and City, State, No. of years Completed, Did you Graduate?, Degree or Diploma. Rows include High School, College/University, Vocational/Business.

Many of our customers do not speak English. Do you write or understand foreign languages? Yes No. If Yes, which language(s)?

Do you have any other experience, training, qualifications or skills, which you feel make you especially suited for work at Four Wheel Parts Wholesalers? If so, please explain

Are you licensed/certified for the job applied for? Yes No. If so, Issuing State

Name of license/certification License/certification number

Has your license/certification ever been revoked or suspended? Yes No. If yes, state reason(s), date of revocation or suspension and date of reinstatement?

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer

Address No. Street City State Zip

Type of Business

Telephone No. () Your Supervisor's Name

Your position and duties

Dates of Employment: From To Weekly Pay: Starting Ending

Nickname (known by)

Reason for Leaving

Name of Employer

Address No. Street City State Zip

Type of Business

Telephone No. () Your Supervisor's Name

Your position and duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Nickname (known by) _____

Reason for Leaving _____

EMPLOYMENT HISTORY (continued)

Name of Employer _____

Address _____

No. Street City State Zip

Type of Business _____

Telephone No. () _____ Your Supervisor's Name _____

Your position and duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Nickname (known by) _____

Reason for Leaving _____

Name of Employer _____

Address _____

No. Street City State Zip

Type of Business _____

Telephone No. () _____ Your Supervisor's Name _____

Your position and duties _____

Dates of Employment: From _____ To _____ Weekly Pay: Starting _____ Ending _____

Nickname (known by) _____

Reason for Leaving _____

Note: Attach any additional page(s) as necessary

MILITARY SERVICE

Have you ever served in the U.S. armed Forces? Yes No

Have you obtained any special skills or abilities as the result of service in the military? Yes No. If so, describe:

REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name _____

Address _____

No. Street City State Zip

How do you know them? _____

Telephone No. () _____ Nickname (known by) _____

Name _____

Address _____

No. Street City State Zip

How do you know them? _____

Telephone No. () Nickname (known by)

Name

Address No. Street City State Zip

How do you know them?

Telephone No. () Nickname (known by)

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of time elapsed before discovery.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application. I further agree, in the event that I am hired by the company, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with the company, whether during or after employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association.

I understand that nothing contained in the application, conveyed during any interview, which may be granted, or during my employment, if hired, is intended to create an employment contract between the company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the forgoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby agree to submit to a pre-hire physical and or drug test, paid for by the company that would be used as a consideration for employment.

Date Applicant's Signature