



## Application for Employment

DATE: \_\_\_\_\_

### Personal Information:

Name: \_\_\_\_\_ Social Security No \_\_\_\_\_  
Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_

### Employment Desired:

Position Desired \_\_\_\_\_  
Type of employment desired: full time: \_\_\_\_\_ part time: \_\_\_\_\_ temp: \_\_\_\_\_  
Are you currently employed? \_\_\_\_\_ Date you can start: \_\_\_\_\_

### Educational and Technical Training History:

List Schools and Technical Training you feel relevant to position desired.

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### Employment History:

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone# \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_

### References:

List 3 references' names, telephone numbers and years known (do not include relatives or employers)

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YOUR COMPLETE AUTOMOTIVE CARE CENTER

### Knowledge & Certifications

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Technical School \_\_\_\_\_ Years of Experience \_\_\_\_\_

**ASE Certifications** (circle)

- Brakes                      Suspension & Steering                      Heating & A/C                      Engine Repair
- Manual Drivetrain & Axels   Auto Trans/Transaxel   Electric/Electronic System   Engine Performance
- Advance Performance                      IMACA Certified

Repair Procedure	Very Knowledgeable	Somewhat Knowledgeable	Little or No Experience
Oil Change Service			
Brake Service			
Brake Fluid Flush			
Drum & Rotor Replace			
Ball Joints& Tie Rods			
Rack & Pinion Replace			
Steering Column Repair			
Shocks & Struts			
Exhaust Repairs			
Tire Repairs			
Alternator Test & Replace			
Starter Test & Replace			
Electrical System Diagnostic			
Motorvac Fuel System Flush			
Heater Hoses			
Radiator Replacement			
Water Pump			

**Body Shop Repair Procedures**





I hereby authorize the potential employer to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me in this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered. If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against 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 employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

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

Applicant  
signature: \_\_\_\_\_ Date: \_\_\_\_\_