

Quality Car & Truck Repair

Employment Application for Managers & Service Advisors

Instructions

#1... Please print legibly and complete all sections on both sides of the application

#2... This application must be completed in your own handwriting

#3... Double – check your completed application for accuracy

#4... Sign and date the application once you have completed it

Name _____

last

first

middle initial

Current address _____

street

city

state

zip code

Day time phone number _____ evening phone number _____

Cell phone _____ e-mail address _____

How long have you resided at the above address? _____

Did someone refer you to our company? _____ If "yes", who?

Qualifications

Please rate your Sales Skills on a level of #1 - #10 # _____

Why did you choose that number? _____

Please rate your Management Skills on a level of #1 - #10 # _____

Why did you choose that number? _____

Please rate your Administrative Skills on a level of #1 - #10 # _____

Why did you choose that number? _____

Are you ASE Certified? (C-1 certification) _____

Please list 5 separate words that best describe you.

1: _____ 2: _____ 3: _____ 4: _____ 5: _____

Which Shop Management Software Programs are you proficient with: _____

Which Estimating Programs are you proficient with: _____

High School Graduate _____ Trade School Graduate _____ College Degree _____

Are you able to provide a resume that reflects your educational history? _____

Please list any sales or management courses you have taken within the past 2 years: _____

Activities & Interests (hobbies, etc.) _____

Have you ever been convicted of a felony? _____ Are you willing to authorize a criminal background investigation? _____

Are you willing to participate in any drug free workplace program we presently have, or put into effect? _____

Do you have a valid driver's license? _____ Driver License No: _____ State: _____ Exp _____

If hired, when would you be able to start? _____

Employment History
Beginning with you present employer

From ___/___/___ to ___/___/___ _____
month year month year company name

_____ \$ _____
company address gross pay – hourly? salary? commission? salary plus commission?

_____ why did you leave or why are you looking to leave the company?
city and state

_____ Supervisor Name Supervisor Phone Number

From ___/___/___ to ___/___/___ _____
month year month year company name

_____ \$ _____
company address gross pay – hourly? salary? commission? salary plus commission?

_____ why did you leave or why are you looking to leave the company?
city and state

_____ Supervisor Name Supervisor Phone Number

From ___/___/___ to ___/___/___ _____
month year month year company name

_____ \$ _____
company address gross pay – hourly? salary? commission? salary plus commission?

_____ why did you leave or why are you looking to leave the company?
city and state

_____ Supervisor Name Supervisor Phone Number

can we contact all your past employers/supervisors? _____ and your present employer/supervisor? _____

References

Only list the people you have known more than a year
Please include 3 friends, Service Advisor and 1 Technician

_____ Name of a non-family member	_____ length of time known	_____ relationship	_____ area code and phone number
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Acknowledgement and Authorization **IMPORTANT INFORMATION!**

This application is not an employment contract, nor an agreement to interview, and I understand that any employment can be terminated at anytime, for any cause, without notice. I further understand that no person other than the business owner has the authority to enter into an Employment agreement with me, or make any guarantee as to the length, terms or conditions of any such employment. I certify that to the best of my knowledge all of the information contained in this application is correct. I also authorize the investigation of all statements contained in this application and I understand that any misrepresentation, falsification, or omission of facts from this application, will be cause for immediate dismissal.

Signature

Date of Application

Social Security No