

Application for Employment

ADVANCED AUTO ELECTRIC

Phone: (925)-455-9338

Fax: (925)-837-6351

advancedautosr@att.net

www.advancedautoclub.com

Last Name: _____ First Name: _____ Age: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Ph# _____ Evening Ph# _____ Best time to call: _____

Position Applied For: _____

Please answer the following questions completely. Failure to answer all questions may result in your not being hired.

Any answers later determined to be false will be cause for immediate termination of employment.

If you are under 18 years of age, can you provide proof of your eligibility to work? **Yes:** ___ **No:** ___

Have you ever filed an application with us before? **Yes:** ___ **No:** ___

If yes, when? _____

Have you ever been employed by us before? **Yes:** ___ **No:** ___

If yes, when? _____

Do you have friends or relatives that work here? **Yes:** ___ **No:** ___

If so, state name & relationship to you: _____

Are you currently employed? **Yes:**___ **No:**___

If yes, why are you leaving?_____

Are you currently in "Lay-Off" status and subject to recall? **Yes:**___ **No:**___

May we contact your current employer? **Yes:**___ **No:**___

Are you a citizen of the United States? **Yes:**___ **No:**___

If not a citizen, are you authorized to work in the United States? **Yes:**___ **No:**___

If yes, Document type:_____Document#_____

Your Country of Origin/Birth:_____

Do you speak English? **Yes:**___ **No:**___

Read English? **Yes:**___ **No:**___

Write English? **Yes:**___ **No:**___

Have you ever served in the United State Armed Forces? **Yes:**___ **No:**___

Which branch?_____ # of years served:_____ (bring DD 214 to interview).

Can you travel if the job requires it? **Yes:**___ **No:**___

Do you have a Driver's License? **Yes:**___ **No:**___

Do you have reliable transportation to and from work? **Yes:**___ **No:**___

Are you currently in "Lay-Off" status and subject to recall? **Yes:**___ **No:**___

Have you ever been convicted of a crime? **Yes:**___ **No:**___

If so, please explain the nature of the offense:_____

Are you available to work full-time? **Yes:**___ **No:**___

If not, what hours can you work?_____

Note: All new hires at ADVANCED AUTO, are subject to a 90 day (three month) probationary employment period.

During that time, your work performance and overall behavior will be evaluated. If, at the end of the probationary period, the management of ADVANCED AUTO decides that you do not have the necessary job or personal skills to justify continued employment, your employment will be terminated. There are no exceptions to this rule.

I, _____ (applicant signature) Agree to the terms concerning the Probationary Employment Period. Date: _____

Education

Include High School, GED, College & Trade Schools.

School name & address: _____

Type of school: _____

Course of study: _____

Dates attended: _____

Did you graduate? _____

School name & address: _____

Type of school: _____

Course of study: _____

Dates attended: _____

Did you graduate? _____

School name & address: _____

Type of
school: _____

Course of study: _____

Dates attended: _____

Did you
graduate? _____

School name & address: _____

Type of
school: _____

Course of study: _____

Dates attended: _____

Did you
graduate? _____

Work Experience

Begin with your most recent work experience and work your way back.

Employer: _____

Address: _____

Phone: _____ **May we contact them?** _____

Dates of employment: _____

Reason for leaving: _____

Position / Duties: _____

Starting salary: _____ **Ending salary:** _____

Employer: _____

Address: _____

Phone: _____ **May we contact them?** _____

Dates of employment: _____

Reason for leaving: _____

Position / Duties: _____

Starting salary: _____ **Ending salary:** _____

Employer: _____

Address: _____

Phone: _____ **May we contact them?** _____

Dates of employment: _____

Reason for leaving: _____

Position / Duties: _____

Starting salary: _____ **Ending salary:** _____

Employer: _____

Address: _____

Phone: _____ **May we contact them?** _____

Dates of employment: _____

Reason for leaving: _____

Position / Duties: _____

Starting salary: _____ **Ending salary:** _____

Employer: _____

Address: _____

Phone: _____ **May we contact them?** _____

Dates of employment: _____

Reason for leaving: _____

Position / Duties: _____

Starting salary: _____ **Ending salary:** _____

Special Skills & Experience

Check all that apply.

Windworks _____, alldata _____, worldpac dial _____

Office

Parts counter work:___ Shipping / Receiving:___ Typing / Word Processing:___ Computer / IBM-PC:___ Computer / Mac-PC:___ Accounting / Bookkeeping:___

Mechanics

mechanics estimate value of tools \$_____ and list any special tools.

Describe any other special skills, training, or hobbies you believe qualify you for the job you are applying for:

References

Provide at least three references. Do not include family members.

Name:_____

Phone:_____

#of years they have known you:_____

Occupation:_____

Name:_____

Phone:_____

#of years they have known you:_____

Occupation:_____

Name: _____

Phone: _____

#of years they have known you: _____

Occupation: _____

Name: _____

Phone: _____

#of years they have known you: _____

Occupation: _____

Name: _____

Phone: _____

#of years they have known you: _____

Occupation: _____

Applicant's Statement

I Certify that all the answers given in this application are true and complete. I authorize the investigation of all statements contained in this application prior to employment. I also understand that, unless otherwise defined by applicable law, any employment with **ADVANCED AUTO** is of an "at will" nature, which means that the Employee may resign at any time and the employer may discharge the employee at any time, with or without cause. I also understand that any drug and alcohol use, which impairs my performance at work, will be grounds for immediate termination. If asked, I will submit to a drug test as part of this application process or at any time during my later employment; refusal to do so will be grounds for rejection of this application or termination if hired. I further understand that any false or misleading information given in this application or during the interview can result in later termination of employment.

Applicant's Signature: _____

Date: _____