



# APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

<b>PERSONAL INFORMATION</b>					Last           First           Middle
		Date	Social Security Number		
Name					
		Last	First	Middle	
Present Address					
		Street	City	State Zip	
Permanent Address					
		Street	City	State Zip	
Phone No.		Email Address:			
Referred By		Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Emergency Contact			Phone Number		
<b>EMPLOYMENT DESIRED</b>					
Position		Date You Can Start	Salary Desired		
Are You Employed Now? <input type="checkbox"/> Yes <input type="checkbox"/> No		If So May We Inquire of Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Ever Applied to Jones Automotive? <input type="checkbox"/> Yes <input type="checkbox"/> No		Where?	When?		
Required by Insurance Co.: Date of Birth			Drives License No.		

EDUCATION	Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
Grammar School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**GENERAL**

Subjects of Special Study or Research Work \_\_\_\_\_

\_\_\_\_\_

Job Related Skills (typing, driver's license, etc.) \_\_\_\_\_

\_\_\_\_\_

Activities Other Than Religious (Civic, Athletic, etc.) \_\_\_\_\_

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, SEX, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

**FORMER EMPLOYERS**

List below your last four employers, starting with the last one first.

Date Month and Year	Name and Address of Employer	Salary (upon leaving)	Position	Phone #	Reason for Leaving
				May we Contact	
From					
To				Yes / No	
From					
To				Yes / No	
From					
To				Yes / No	
From					
To				Yes / No	

**REFERENCES**

List below three persons not related to you, whom you have known at least one year .

Name	Address	Phone	Position	Years Acquainted
1				
2				
3				

**If you are to be hired by Jones Automotive, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.**

**AUTHORIZATION**

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement omission or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Jones Automotive.

I understand that any employment is conditioned on a background check. I authorize the Jones Automotive to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Jones Automotive, without giving me prior notice of such disclosure. In addition, I release the Jones Automotive, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

**I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if i am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or Jones Automotive. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Jones Automotive unless made in writing.**

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by Jones Automotive and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to Jones Automotive the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by Jones Automotive Drug and Alcohol Policy.

I understand that filing out this form does not indicate there is a position open and does not obligate Jones Automotive to hire. If hired I agree to abide by all Jones Automotive work rules policies and procedures. Jones Automotive retains the right to revise its policies or procedures in whole or in part, at any time.

Date

Signature

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