

TOP PERFORMANCE AUTOMOTIVE

EMPLOYMENT APPLICATION

GENERAL

Name (Last, First, Initial)		SSN	
Current Address (Street, City, State)		Zip	
Date: _____	Phone #	Alt Phone #	
Date of Birth: _____			
If hired, can you provide proof of citizenship or legal right to work? Yes <input type="checkbox"/> No <input type="checkbox"/>			

POSITION APPLYING FOR

Service Technician <input type="checkbox"/> Service Advisor/writer <input type="checkbox"/> Lube Technician <input type="checkbox"/> Management Position <input type="checkbox"/> Other <input type="checkbox"/> _____	Position Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	Date Available _____	Salary Expected \$ _____
Source of Referral _____			

BACKGROUND INFORMATION

Have you ever been convicted of a felony or a first degree misdemeanor? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please explain:
Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any speeding tickets or reckless driving infractions in the last 5 years? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how many? _____ Date of last ticket: _____

<p>Have you had a DUI in the last 5 years?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, when? _____</p>
<p>Will you pass a drug screening test?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Driver's License Number: _____ State Issued: _____

Date available to start work: _____

Emergency Contact Name: _____ Phone Number: _____

Emergency Contact Relationship: _____

EMPLOYMENT HISTORY – Starting with most recent

1) Company Name: _____ Employed from: _____ to _____

Address: _____

Phone Number: _____ Final Salary: _____

Name & Title of Immediate Supervisor: _____

Can we contact this employer? Yes ☐ No ☐

Your Title: _____ Reason for Leaving: _____

Description of Responsibilities: _____

2) Company Name: _____ Employed from: _____ to _____

Address: _____

Phone Number: _____ Final Salary: _____

Name & Title of Immediate Supervisor: _____

Can we contact this employer? Yes ☐ No ☐

Your Title: _____ Reason for Leaving: _____

Description of Responsibilities: _____

3) Company Name: _____ Employed from: _____ to _____

Address: _____

Phone Number: _____ Final Salary: _____

Name & Title of Immediate Supervisor: _____

Can we contact this employer? Yes ☐ No ☐

Your Title: _____ Reason for Leaving: _____

Description of Responsibilities: _____

EDUCATION/TRAINING

	School Name, City, and State	Course of Study/Major	Years Attended	Graduated? If so, date	Title of Degree Received
High School				Yes <input type="checkbox"/> No <input type="checkbox"/> _____	
College University or Tech School				Yes <input type="checkbox"/> No <input type="checkbox"/> _____	
Other				Yes <input type="checkbox"/> No <input type="checkbox"/> _____	

List any skills and/or training you have that are relevant to the position you are applying for:

LANGUAGE ABILITY/SKILLS

English Speak <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Other: _____ Speak <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/>	Typing Skills Yes <input type="checkbox"/> No <input type="checkbox"/> Words per min: _____	List ASE Certificates acquired or Awards received _____ _____ _____ _____
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PERSONAL REFERENCES – List three people not related to you

Name: _____ Phone: _____

Years Known: _____ Relationship to Applicant _____

Name: _____ Phone: _____

Years Known: _____ Relationship to Applicant _____

Name: _____ Phone: _____

Years Known: _____ Relationship to Applicant _____

Statement of Purpose

I certify that my application and all attachments are true and complete to the best of my knowledge. I understand that any incorrect, incomplete, or false statements or information furnished by me may, at the discretion of Top Performance Automotive, disqualify me from employment, or cause my dismissal. I hereby authorize Top Performance Automotive to make a thorough investigation of my past employment and activities. I release from liability Top Performance Automotive, former employers, or any persons supplying such information. The language in this application is not intended to create, nor is it to be misconstrued to constitute, a contract of employment.

Signature: _____ Date: _____

YOU ARE WELCOME TO ATTACH A RESUME OR OTHER INFORMATION IF YOU FEEL IT WILL GIVE US FURTHER INSIGHT INTO YOUR QUALIFICATIONS.

No person shall be denied employment on the basis of race, color, ethnicity, national origin, sex/gender, sexual orientation, religion, creed, disability (including HIV status, age, veteran status, marital status or ex-offender status).