

# Clovis Auto Shop

## Application for Employment

We are an Equal Opportunity Employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization. Applicants are not asked to disclose criminal conviction(s) or history during the application and/or interview process. Applicants will be reviewed and selected based on their qualifications and experience. A criminal background investigation will be performed only on the selected applicant(s) in which an offer of employment has been extended.

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) applied for or type of work desired: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ email address: \_\_\_\_\_

Type of employment desired: full-time \_\_\_\_\_ part-time \_\_\_\_\_ temporary \_\_\_\_\_

Date you will be available to start work: \_\_\_\_\_

Are you able to meet the attendance requirements?  Yes  No

Do you have any objection to working overtime if necessary?  Yes  No

Do you have a valid state driver's license?  Yes  No

Can you submit proof of legal employment authorization and identity?  Yes  No

If you are under 18, can you furnish a work permit if it is required?  Yes  No

How were you referred to us? \_\_\_\_\_

### Employment History

Please provide all employment information for your past three employers starting with the most recent.

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer for reference?  Yes  No

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer for reference?  Yes  No

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer for reference?  Yes  No

### Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Educational History

List school name and location, years completed, course of study, and any degrees earned:

High school: \_\_\_\_\_

College: \_\_\_\_\_

Technical Training: \_\_\_\_\_

Other: \_\_\_\_\_

### References

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers (unless noted otherwise), 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, so long as there is no violation of applicable federal or state law.

I understand that any misrepresentation or material omission made by me on 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 understand, Clovis Auto Shop is a drug-free workplace and if I am made an offer of employment, I will be subject to a background investigation, drug test and a job-related physical fitness assessment. Offers of employment are contingent upon the successful completion of a

background investigation, drug test and physical fitness assessment (if applicable) conducted in accordance with federal and state law. A background investigation is conducted to avoid the negligent hiring of someone whose documented past may present an unreasonable risk of harm to others; specifically, to co-workers, customers and affiliates of Clovis Auto Shop.

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

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