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Application

Applicants are considered without regard to race, color, creed, age, disability, sex, religion, national origin, sexual orientation, marital or veteran status.

I. GENERAL

Date Social Security No. Home Phone:
Name (First) (Middle) (Last) Cell Phone:
Present Address (Street) (City) (State) (Zip) How Long?
Permanent Address (Street) (City) (State) (Zip)
Have you worked for this company before? Yes / No Dates: From To
Reason for leaving
Relatives in our employ? Yes / No Name
Position desired Full-time Part-time Rate of pay expected Who referred you

II. EDUCATIONAL/MILITARY BACKGROUND

Circle highest grade completed: High School 1 2 3 4 GED Yes No College 1 2 3 4
Last school attended Did you graduate?
List Degrees or Honors Received
List special courses taken that might help you in the work applied for
MILITARY: Branch From To DD214 Narrative reason for discharge
Honorable discharge? Yes No Dishonorable discharge is not an absolute bar to employment and other factors will be taken into consideration.

REFERENCES:

Name Phone
Address Occupation
Name Phone
Address Occupation

HOW DID YOU HEAR ABOUT US?

ADVERTISING SOURCE OTHER COMPANY EMPLOYEE
SOURCE SPECIFY NAME

III. HISTORY OF EMPLOYMENT

(List Present Employer First)

Account for all past employment. Use additional sheets if necessary.

Dates	Employers	Type of Business	Your Position	Rate of Pay	Hours Worked
From	Name				
To	Address				
	Supervisor				
	Phone No.				

Reason for leaving _____ May we contact this employer? Yes / No

From	Name				
To	Address				
	Supervisor				
	Phone No.				

Reason for leaving _____

From	Name				
To	Address				
	Supervisor				
	Phone No.				

Reason for leaving _____

From	Name				
To	Address				
	Supervisor				
	Phone No.				

Reason for leaving _____

From	Name				
To	Address				
	Supervisor				
	Phone No.				

Reason for leaving _____

Have you ever been convicted of a felony and or serious misdemeanor? Yes / No Penalty _____

If yes, explain details, circumstances and dates: _____

Note: Conviction will not necessarily disqualify an applicant from employment.

VEHICLE LICENSES

Auto License No. _____ State _____ Expiration Date _____

Chauffeur's License No. _____ State _____ Expiration Date _____

Has your license ever been suspended or revoked? _____ If yes, explain _____

VEHICLE MAINTENANCE SPECIALIZATION

Equipment	Knowledge (Check)	Experience (No. of Years)	Equipment	Knowledge (Check)	Experience (No. of Years)
Sheet Metal Equipment			Air Conditioning Repair		
Body Work			Alignment		
Electrical and Ignition Repair			Brake Replacement Diagnosis		
Arc Welder			Driveline Repair		
Mig/Tig Welder			Electronic Engine Sensors		
Air Brakes			Barcoding		
Electrical Troubleshooting			Service of Diesel Engines		
Starting/Charging System Diagnosis			Computer Usage		
Diesel Engine Tune-Up			Other:		

Do you own a complete set of tools? Yes / No

If not, for a mechanic's position, would you be willing to purchase tools as required? Yes / No

SHOP EXPERIENCE

Truck (gas or diesel) _____ Years _____ Bus (gas or diesel) _____ Years _____

How many years of auto shop experience have you had? _____

ADMINISTRATIVE/CLERICAL EXPERIENCE

Skill	Years of Experience	Skill Level	Skill	Years of Experience	Skill Level
Typing		wpm	Outlook		
Billing			Microsoft Word		
Accounts Receivable			Graphics (any type)		
Accounts Payable			Excel		
10-Key		kspm	Other:		

TO BE READ AND SIGNED BY APPLICANT

I certify that the information provided on this application is true and complete. I agree that if there is any misrepresentation or omission concerning the information on this application, any offer of employment to me may be withdrawn, and if I have already been hired, my employment may be terminated.

I understand that any offer of employment by this employer may be contingent upon (1) my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States, (2) successful completion of any post-offer physical exam and/or drug/alcohol test that may be required by the company, and (3) proof of a valid driver's license and satisfactory driving record.

No promises concerning the nature or length of my employment have been made to me. If I am hired, I understand that I have the right to terminate my employment at any time, and for any reason. I also understand that the company has the same right to terminate my employment at any time and for any reason. I understand that no one employed by the company has the authority to modify these conditions, except in a written document signed by the president of the company.

I authorize this company and its representatives to make an investigation of my past employment and education background. I authorize any past or present employer, and education institution, to release information concerning my employment and educational background to this company. I hereby release all persons, past and present employers, and educational institutions from any liability to me if they supply information to this employer as part of its investigation.

My signature reflects that I have read, understood, and have agreed to these terms and conditions.

Applicant's Signature

Date

Thank you for your employment inquiry with Annett Holdings, Inc.