

# Dick's MacKenzie Ford / Dick's Country Dodge

An Equal Opportunity Employer

## APPLICATION FOR EMPLOYMENT

This application is considered current for 30 days only.

Consideration for employment after 30 days requires a new application.

Please complete all portions of the application. Incomplete applications will not be accepted.

PLEASE PRINT

Name (Last) (First) (Middle Initial)

Address: City, State, Zip Code

Home Phone:

Work Phone:

Social Security Number:

Cell Phone:

Are you legally eligible for employment in the U.S.?  Yes  No

Are you over the age of 18?  Yes  No

If position requires, are you willing to travel?  Yes  No

Position Desired: \_\_\_\_\_  Full time  Part Time

Rate of pay desired: \$ \_\_\_\_\_ per \_\_\_\_\_

When will you be available for work? \_\_\_\_\_

How were you referred to Dick's MacKenzie Ford / Dick's Country Dodge?

Own accord  Advertisement

Employee referral: Name of Employee \_\_\_\_\_

Agency: Name of Agency \_\_\_\_\_

Other

Have you previously been employed by Dick's MacKenzie Ford/Dick's Country Dodge or affiliates?

Yes  No If yes, give dates: \_\_\_\_\_

Have you ever been convicted of a crime, other than a minor traffic offense?

*A conviction will not necessarily disqualify you for employment. Related factors such as age and date of conviction, seriousness and nature of the crime and rehabilitation will be considered.*

Yes  No If yes, describe conditions: \_\_\_\_\_

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**EQUAL EMPLOYMENT OPPORTUNITY.** Dick's MacKenzie Ford/Dick's Country Dodge and its affiliates (collectively) is an equal opportunity employer. Dick's MacKenzie Ford/Dick's Country Dodge does not discriminate against applicants or employees on the basis of race, color, sex, religion, marital status, national origin, age, veteran status, disability, or other protected classifications.

This policy of nondiscrimination extends to all terms, conditions and privileges of employment and to all personnel actions.

### EDUCATION

Name and Address of School	Number of Years Completed	Graduated	Major/Degree
High School		Yes	No
College		Yes	No
College		Yes	No
Business or Trade		Yes	No
Other		Yes	No

Describe any educational course(s), program(s) you are currently enrolled in. Also indicate the target date for completion.

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**EMPLOYMENT BACKGROUND**

List below all current and former employers, beginning with the most recent. Account for ALL periods between jobs. If any employment was under a different name, indicate name.

1	Company	From Mo/Yr	To Mo/Yr	Supervisor
	Address			Phone#
Title & Duties		Starting Salary:		
		Ending Salary:		
		Reason for Leaving;		
2	Company	From Mo/Yr	To Mo/Yr	Supervisor
	Address			Phone#
Title & Duties		Starting Salary:		
		Ending Salary:		
		Reason for Leaving;		
3	Company	From Mo/Yr	To Mo/Yr	Supervisor
	Address			Phone#
Title & Duties		Starting Salary:		
		Ending Salary:		
		Reason for Leaving;		
4	Company	From Mo/Yr	To Mo/Yr	Supervisor
	Address			Phone#
Title & Duties		Starting Salary:		
		Ending Salary:		
		Reason for Leaving;		

Please circle employers we may contact for references:    1    2    3    4

**PERSONAL REFERENCES**

Please list persons who know you well - **not** previous employers or relatives

Name	Occupation	Address	Telephone Number	Number of years known

Explain why you are interested in working for Dick's MacKenzie Ford/Dick's Country Dodge?

\_\_\_\_\_

\_\_\_\_\_

Are there any other experiences, skills, or qualifications which you feel would especially qualify you for work at Dick's MacKenzie Ford/Dick's Country Dodge? (i.e.. Word processing, Sales, Technician Certifications)

\_\_\_\_\_

\_\_\_\_\_

Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying    \_\_\_\_\_ Yes    \_\_\_\_\_ No

**DRIVING INFORMATION**

Do you have a current driver's license?	Yes	No	Expiration Date: _____
State: _____	License No: _____		
Have you held a drivers' license in another state in the past 3 years?	Yes	No	Expiration Date: _____
If yes, please list State(s) and License No(s)			
State: _____	License No: _____		Expiration Date: _____
State: _____	License No: _____		Expiration Date: _____
Has your driver's license ever been suspended or revoked?	Yes	No	
Have you had any auto accidents in the past 3 years?	Yes	No	
Have you had any moving, traffic violations in the past 3 years?	Yes	No	
Have you ever been cited for driving under the influence (DUI) or driving while intoxicated (DWI)?	Yes	No	
IF THE ANSWER TO ANY QUESTION WAS "YES", explain (give dates of violations and for accidents)			
I hereby grant permission for Federated Insurance Company to secure a Motor Vehicle Record on me. I also affirm that the statements made above are stated truthfully and without reservation.			
Applicants Signature _____		Date _____	

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE.

Applicants Signature \_\_\_\_\_

Date \_\_\_\_\_

**AUTHORIZATION AND RELEASE TO OBTAIN PERSONAL INFORMATION**

I authorize Dick's Country Dodge and Dick's MacKenzie Ford to verify the accuracy of my employment application and to obtain reference information on my education, background and work performance. I hereby authorize my previous employers (as indicated), educational institutions and references to release such information as may be requested by Dick's Country Dodge and Dick's MacKenzie Ford, and I release them from any and all liability, claims or damages that may result from the use, disclosure or release of any such information.

I also release Dick's Country Dodge and Dick's MacKenzie Ford from any and all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that any false statements, omissions, or misrepresentations made in this application may be grounds for rejecting my employment application and, if I am employed by Dick's Country Dodge and Dick's MacKenzie Ford, termination of my employment from Dick's MacKenzie Ford and Dick's Country Dodge.

I understand that Dick's MacKenzie Ford and Dick's Country Dodge may conduct criminal, credit and driving record checks. I hereby authorize Dick's MacKenzie Ford and Dick's Country Dodge to obtain a consumer credit report for employment purposes and I acknowledge that I have received prior written notification that a consumer credit report may be obtained for employment purposes.

\_\_\_\_\_  
Signature Date

Please complete the following for proper identification purposes. Please Print

Name: \_\_\_\_\_  
Last First Middle Maiden

Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_

City, County & State of Residence: \_\_\_\_\_  
City County State Zipcode

Other names, aliases, or Social Security Numbers you have used (if none, write "none") \_\_\_\_\_

\_\_\_\_\_

## APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the information set forth in the attached Application for Employment is true and complete to the best of my knowledge, and I authorize Dick's MacKenzie Ford / Dick's Country Dodge to verify its accuracy and to obtain reference information on my education, background and work performance. I hereby authorize my previous employers (as indicated), educational institutions and references to release such information as may be requested by Dick's MacKenzie Ford / Dick's Country Dodge, and I release them from any and all liability, claims or damages that may result from the use, disclosure or release of any such information. I also release Dick's MacKenzie Ford / Dick's Country Dodge from any and all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that any false statements, omissions, or misrepresentations made in this application may be grounds for rejecting my employment application and, if I am employed by Dick's MacKenzie Ford / Dick's Country Dodge, termination of my employment from Dick's MacKenzie Ford / Dick's Country Dodge.

**I understand that Dick's MacKenzie Ford / Dick's Country Dodge may conduct criminal, credit, and driving record checks. I hereby authorize Dick's MacKenzie Ford / Dick's Country Dodge to obtain a consumer credit report for employment purposes and I acknowledge that I have received prior written notification that a consumer credit report may be obtained for employment purposes.**

Following an offer of employment, and, as a continuing condition of employment should I be hired, Dick's MacKenzie Ford / Dick's Country Dodge may require that I submit to a medical examination. Dick's MacKenzie Ford / Dick's Country Dodge also reserves the right to require me to undergo drug testing prior to employment or at any time during my employment, to the extent permitted by law.

I agree that if an employment offer is extended to me and accepted, I will comply with all of Dick's MacKenzie Ford / Dick's Country Dodge's policies, rules and regulations. However, I understand that neither the policies, rules, regulations nor anything said during the interview process, shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and is at will. I further understand that I or Dick's MacKenzie Ford / Dick's Country Dodge may terminate my employment at any time with or without prior notice, and for any reason not prohibited by law.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENT AND AUTHORIZATION.

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Signature of Applicant

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Date