**Application for managers**

**Instructions**

**#1** ... **please print legibly and complete all sections on both sides of the application**

**#2** ... **this application must be completed in your own handwriting**

**#3** ... **double-check your completed application for accuracy**

**#4** ... **sign and date the application on the reverse side once you have completed it**

name

las t first middle initial

current address

s treet c ity state zip code

day time phone number

evening phone number

cell phone \_

e-mail address ---------------------------------------------

how long have you resided at the above address? \_

did someone ref er you to our company? \_ if "yes ", who? \_

**Qualifications**

please rate your Sales S kills on a level of # 1 - # 1 0 # \_

why did you c hoose that number? ------------------------------------

please rate your Management S kills on a level o f # 1 - # 1 0 # \_

why did you c hoose that number? ------------------------------------

please rate your Administrative S kills on a level of # 1 - # 1 0 # \_

why did you c hoose that number? ------------------------------------

are you ASE Certified? ( C-1 certification)

please list 5 separate words that bes t describe you.

which S hop Management Software Pr ograms are you proficient with:

which Estimating Pr ograms are you pr oficient with: \_

High school graduate

Trade sc hool graduate College Degree

are you able to provide a resume that reflects your educational history?

please list any sales or management courses you have taken within the past 2 years:

activities & interes ts (hobbies, etc)

have you ever been convicted of a f elony?

are you willing to authorize a criminal backgr ound inves tigation?

are you willing to partic ipate in any drug free workplace program we presently have, or put into e ffect?

do you have a valid driver’s license? are you willing to supply us with a state issued report of your driving record?

 If hired, when would you be able to start?

**Employment History**

***beginning with your present employer***

from / /

to /  *)*

date month year date month year company name

$

company address gross pay- hourly? salary? commission? salary plus commission?

city and state why did you leave or why are you looking to leave the company?

from / /

to / /

date month year date month year company name

$

company address gross pay- hourly? salary? commission? salary plus commission?

city and state why did you leave the company?

from / /

to / /

date month year date month year company name

$

company address gross pay- hourly? salary? commission? salary plus commission?

city and state why did you leave the company?

can we contact all your past employers? and your present employer? \_

**References**

***only list the people you have known more than a year***

**Please include 3 Friends, 1 Service Advisor and 1 Technician**

name of a non-family member length of time known relationship area code and phone number name of a non-family member length of time known relationship area code and phone number name of a non-family member length of time known relationship area code and phone number name of a non-family member length of time known relationship area code and phone number

name of a non-family member length of time known relationship area code and phone number

**Acknowledgement and Authorization**

***IMPORTANT INFORMATION!***

This application is not an employment contract, nor an agreement to interview, and I understand that any employment can be terminated at any time, for any cause, without notice. I further understand that no person other than the business owner has the authority to enter into an Employment agreement with me, or make any guarantee as to the length, terms or conditions of any such employment. I certify that to the best of my knowledge all of the information contained in this application is correct. I also authorize the investigation of all statements contained in this application and I understand that any misrepresentation, falsification, or omission of facts from this application, will be cause for immediate dismissal.

# ----------

signature date of application social security number