

JOHN ELWAY CHEVROLET

APPLICATION FOR EMPLOYMENT

Conditions for employment are stated at the end of this form. Please read carefully before you sign this application.

EQUAL EMPLOYMENT OPPORTUNITY

John Elway Chevrolet is committed to equal employment opportunity in all of its employment practices. Decisions involving every aspect of the employment relationship are made without regard to an employee's race, creed, religion, sex, age, disability, national origin, marital status, veteran status or any other status or characteristic protected by state or federal law. It is our intention that all qualified applicants be given an equal opportunity and that selection decisions be based on job-related factors.

SUPPLEMENTAL INFORMATION

If hired, can you provide proof of your eligibility to legally work in the United States? YES NO

POSITION APPLIED FOR _____ DATE OF APPLICATION _____
 If not specified, you will not be considered for employment.

PERSONAL

PLEASE PRINT USING BALL-POINT PEN

Full Name	First _____	Middle _____	Last _____	Social Security Number _____	
Present Address	Street _____	City _____	State _____	Zip _____	How Long _____ Telephone _____
Previous Address	Street _____	City _____	State _____	Zip _____	How Long _____ Telephone _____
List any other names or aliases you have used:			Email _____		
PERMANENT ADDRESS IF DIFFERENT FROM ABOVE:			WHAT OTHER LOCATIONS HAVE YOU RESIDED IN THE PAST 3 YEARS?		
IF NO PHONE, HOW MAY WE CONTACT YOU?			WHAT OTHER NAMES OR SOCIAL SECURITY NUMBERS HAVE YOU USED?		
ARE ANY OF YOUR RELATIVES PRESENTLY EMPLOYED WITH JOHN ELWAY CHEVROLET? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, NAME OF RELATIVE	RELATIONSHIP	WHICH LOCATION?	
HAVE YOU EVER WORKED FOR JOHN ELWAY CHEVROLET BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, WHERE?	APPROX. DATE: MO/YR	REASON FOR LEAVING?	
HOW WERE YOU REFERRED TO JOHN ELWAY CHEVROLET? (Please include the name of the person if they are a current employee with John Elway Chevrolet)					

GENERAL INFORMATION

LIST JOB RELATED BUSINESS/PROFESSIONAL ORGANIZATIONS YOU ARE AFFILIATED WITH: <small>(Omit those indicating race, creed, sex, age, disability, national origin or other protected group.)</small>					
EXPECTED WAGE?	DATE AVAILABLE FOR WORK?	ARE YOU AVAILABLE TO WORK: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME (less than 32 hours per week) <input type="checkbox"/> OVERTIME <input type="checkbox"/> TEMPORARY (less than 6 months)			
IF YOU ARE UNDER THE AGE OF 18, CAN YOU PROVIDE PROOF OF AGE OR WORKER'S PERMIT UPON EMPLOYMENT?			<input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU ABLE TO TRAVEL? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DO YOU POSSESS A VALID DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO		Number _____	State _____	Exp. Date _____	

REMINDER: Please ensure all information requested is provided. Your signature on the last page is your verification that the information is COMPLETE and ACCURATE.

EDUCATION

EDUCATION TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	CIRCLE LAST YR. ATTENDED	GRADUATED	DEGREE
Elementary			5 6 7 8	<input type="checkbox"/> YES <input type="checkbox"/> NO	
High School			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
College			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Graduate School			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Business, Trade, Other			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYMENT HISTORY

BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND CONTINUE WITH PREVIOUS EMPLOYMENT (ATTACH ADDITIONAL SHEET IF NECESSARY)

EMPLOYER	FROM MO. YR.	DESCRIBE YOUR POSITION AND DUTIES	REASON FOR LEAVING	NAME AND TITLE OF IMMEDIATE SUPERVISOR
NAME OF COMPANY				
ADDRESS	TO			
CITY, STATE, ZIP				
PHONE NO.	TYPE OF BUSINESS	DO YOU AUTHORIZE US TO CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO		

EXPLAIN ANY TIME PERIOD BETWEEN JOBS:

EMPLOYER	FROM MO. YR.	DESCRIBE YOUR POSITION AND DUTIES	REASON FOR LEAVING	NAME AND TITLE OF IMMEDIATE SUPERVISOR
NAME OF COMPANY				
ADDRESS	TO			
CITY, STATE, ZIP				
PHONE NO.	TYPE OF BUSINESS			

EXPLAIN ANY TIME PERIOD BETWEEN JOBS:

EMPLOYER	FROM MO. YR.	DESCRIBE YOUR POSITION AND DUTIES	REASON FOR LEAVING	NAME AND TITLE OF IMMEDIATE SUPERVISOR
NAME OF COMPANY				
ADDRESS	TO			
CITY, STATE, ZIP				
PHONE NO.	TYPE OF BUSINESS			

EXPLAIN ANY TIME PERIOD BETWEEN JOBS:

EMPLOYER	FROM MO. YR.	DESCRIBE YOUR POSITION AND DUTIES	REASON FOR LEAVING	NAME AND TITLE OF IMMEDIATE SUPERVISOR
NAME OF COMPANY				
ADDRESS	TO			
CITY, STATE, ZIP				
PHONE NO.	TYPE OF BUSINESS			

EXPLAIN ANY TIME PERIOD BETWEEN JOBS:

HAVE YOU EVER BEEN DISCHARGED FROM ANY EMPLOYMENT OR ASKED TO RESIGN?

NO YES

IF YES, PLEASE EXPLAIN:

ADDITIONAL EXPERIENCE OR QUALIFICATIONS

Summarize special skills and qualifications, volunteer activities, military experience, hobbies, employment or other activities related to the job you are seeking and which you would like to be considered in connection with your application for employment. (Exclude labor organizations and memberships that reveal race, color, religion, national origin, sex, age, disability, or other protected status.)

REFERENCES

Please include **only** individuals familiar with your work or skills ability.

NAME	OCCUPATION	BUSINESS PHONE
RESIDENCE	PHONE	TITLE
NAME	OCCUPATION	BUSINESS PHONE
RESIDENCE	PHONE	TITLE
NAME	OCCUPATION	BUSINESS PHONE
RESIDENCE	PHONE	TITLE

NOTIFICATION AND AGREEMENT

Please read the following statements carefully before signing this application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information. Only those applications that are fully completed, signed and dated are considered valid. If you have any questions regarding this statement, please ask them before signing. Your application will be given consideration, but its receipt does not imply that you will be employed or an offer of employment has been made.

I certify that all answers and statements I have made on this application (and other accompanying information document such as a resume or required documents) are true and complete without omissions. I understand that any falsification, misrepresentation or omission of fact on this application (or other accompanying such as a resume or required documents), or provided during any subsequent interview(s), will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered, and may result in my dismissal if discovered at a later date. **YES** **NO**

I understand that my employment is contingent upon me passing a drug test, possible job-related employment test, background checks (MVR, criminal records, references, etc.), and possible job-related physical exam required by John Elway Chevrolet. By signing, I hereby submit to this testing and a background check. I agree to conform to all rules and regulations of John Elway Chevrolet as they exist or are later modified. **YES** **NO**

I understand that this application, any verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. Only the president of the organization has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the president and the employee. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason and with or without notice. **YES** **NO**

I acknowledge that I have read, understand, and agree with the above. In addition, I hereby authorize any of the persons of the organizations named in the application (or other accompanying or required documents) to give you complete information and records regarding my employment, education, character and qualifications. This application is valid for only sixty (60) days from the date signed. If I want to be considered for job openings more than sixty (60) days from the date signed, I will submit a new application. **YES** **NO**

DATE

SIGNATURE OF APPLICANT

SUPPLEMENTAL APPLICATION – Part 1

1. John Elway Chevrolet is a people business with customer service and satisfaction as one of its primary goals. How do you feel you can contribute to our goals? _____

2. Why do you want this job and how does it fit in with your future plans? _____

3. What did you like best about your last job? _____

4. What did you like least about your last job? _____

5. Think back to the supervisors that you have had in the past. Which one did you like the best and why? _____

6. Which supervisors have you disliked and why? _____

7. What made you angry or frustrated during previous employment? _____

8. Who is primarily responsible for your safety? _____

9. What are your professional development improvement needs and how will this be accomplished? _____

10. What do you think should be done about an employee who is not doing a fair share of the workload? _____

11. How would you define a productive work atmosphere? _____

