



Pro Tech Towing & Recovery Pro Tech Fuel / Automotive

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date of birth: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Are you currently employed? YES NO May we contact your present employer?

If no, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Do you have any current or previous health problems that would interfere with the position you have applied for? YES NO

If yes, explain: _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____

BACKGROUND SCREENING DISCLOSURE & AUTHORIZATION FORM

THIS DOCUMENT CONTAINS IMPORTANT INFORMATION PLEASE READ IT CAREFULLY.

This form is being provided to you because Pro Tech wishes to obtain, always and subject to your prior consent, a background screening report(s) in connection with your employment application. Should you become employed by Pro Tech, we may also wish to obtain, always subject to your prior consent, additional background screening report(s) during the course of your employment, to the extent that it is strictly necessary and justified for the purposes specified in the following paragraph. Please note that your consent to the processing of your personal information contained in such reports is a necessary condition of Pro Tech considering your employment application or your employment relationship and performance.

Purpose of background screening [report] Our background screening [report(s)] is undertaken to assist Pro Tech in establishing relevant facts and circumstances which corroborate your eligibility for employment purposes and may be used, as far as is permitted under applicable substantive and procedural local legislation in making decisions such as hiring, termination of employment, promotion, reassignment, or transfer. Pro Tech may also use this information to verify the accuracy of the information you provided in your employment application. Content of background screening [report] Our background screening [report(s)] typically includes, insofar as it is relevant and permitted under applicable local legislation, information relating to: Criminal check, National ID, Employment History, References, SSN Validation, Driving Records. Pro Tech uses a third-party service provider "HireRight Limited" to assist with the conduct of searches of these sources and provide a background screening report(s) to us.

Pro Tech will provide you with information to assist you should you wish to challenge the accuracy of the reporting agency's account. • You should be aware that this may impact on any decisions made about your application or future employment relationship. In respect of any use of your personal information, under applicable data protection laws, you are granted and entitled to exercise certain rights and faculties to check if and what personal information will be processed, to make any appropriate change and, if any, to object furthermore to any use of it. By signing this form, you are confirming that you have duly read and understood these rights. The background screening report(s) will be obtained from: HireRight.

AUTHORIZATION: I have read and understand this notice and I authorize Pro Tech Automotive / Pro Tech Towing & Recovery Inc. to obtain a background screening report and to collect thereby, use, retain and share information about me in conjunction with my application for employment for the purposes specified above and to share such report and respective information about me with any of Pro Tech affiliates for the purposes specified above. This consent is given having been informed of the type and nature of the personal information being collected and that Pro Tech may process my personal information in jurisdictions which may not ensure the same or adequate levels of protection or rights in respect of my personal information that I have in the country in which the data was collected or I am otherwise familiar with and includes consent to such transfers. I understand that this consent will apply during the course of the background screening procedure (and for an additional period of 3 years following the end of the background screening provided that I will not be offered future employment with Pro Tech) and my employment with Pro Tech, unless I revoke or cancel my authorization in writing to Pro Tech at any time, stating that I and no longer allow Pro Tech to obtain background screening reports or (again as applicable) to share them with its affiliates and subsidiaries. I understand that if I revoke or cancel my authorization this may lead to a negative decision on my employment application with Pro Tech as it will prevent the latter evaluating essential information relating to my suitability for the proposed role. I further understand and agree that all of the information contained in my job application or otherwise disclosed to Pro Tech its Group Companies by me may be utilized for the purpose of obtaining background screening information. I confirm that all such information provided by me is true and correct, and I understand and agree that Pro Tech may verify the truth of this information. I authorize without reservation any party or agency contacted by Pro Tech, its Group Companies or HireRight to furnish the above-mentioned information.

Name (Print) _____ Date: _____.

Signature: _____.

**CONSENT FOR PRE-EMPLOYMENT, RANDOM, OR REASONABLE SUSPICION DRUG TEST SCREEN AND
RELEASE COVENANT NOT TO SUE AND INDEMNITY AGREEMENT**

I hereby CONSENT to allow Pro Tech to take a specimen of my hair, urine, or blood and submit it for a pre-employment, random, or reasonable suspicion drug test screen. I FURTHER CONSENT to allow the laboratory testing service to make the results of such screen available to the prospective or current employer, Pro Tech Towing & Recovery Inc.

In consideration for such services being rendered on my behalf, I hereby RELEASE the laboratory testing service, its officers, agents, and employees, from any and all claims which I might otherwise have due to such results being made so available. I hereby CONSENT NOT TO FILE ANY ACTION at law or in equity against Pro Tech Towing & Recovery Inc., the laboratory testing service, their respective officers, agents or employees in connection with the results of such screen being made so available, and I hereby agree to INDEMNIFY and SAVE HARMLESS Pro Tech Towing & Recovery Inc., the laboratory testing service, their respective officers, agents, and employees from all damages, expenses, reasonable attorney's fees, and costs of court which they or any of them may suffer or incur, jointly or severally, due to the results of such screen being made so available.

Name (Print): _____.

Signature: _____.

SIGNED this _____ day of _____, 20__.

Employee Responsibility Agreement

I, _____ agree that I am personally responsible for all vehicles and equipment that I operate in the course of doing business.

This includes any and all equipment that is in my care, custody or control, whether owned by Pro Tech, affiliates, customers or others. I understand that if I cannot prove that the accident or damage was unavoidable, it is my responsibility to pay for those damages.

In the event that an insurance claim is filled, I agree to be responsible for payment of Pro Tech's insurance deductible.

I am also responsible to pay any outstanding bills incurred by me, including but not limited to any charges, advancements or money borrowed.

Signature: _____ . Date: _____.



Pro Tech Towing & Recovery Inc.
Pro Tech Automotive & Tire Center Inc.
205 Willow st.
Waltham, MA 02453
(781) 894-5058
(781) 894-2991 fax
support@protechtowing.com

**Probationary Period for New Employees
(To be filled at job interview)**

Today's date: ___/___/_____.

New employees at Pro Tech Automotive / Pro Tech Towing & Recovery, Inc. are subject to a 90-day probationary period. This is meant to be a period for adjustment and evaluation of the employee's suitability.

The employee is expected to meet or exceed performance expectations for new employees during the probationary period. The employee is expected to observe company policies, rules, and standard procedures.

During this probationary period, both the company and you will determine whether you can perform the requirements of the job you have been assigned to. Near the end of this probation, we will assess your performance and decide whether further employment is warranted.

If it becomes apparent the employee will not be able to meet our expectations, the employee may be terminated at any time within the probationary period. However, before termination, the manager will attempt to advise and assist the employee in meeting these expectations.

Any employee who completes the probationary period successfully will be employed according to all policies and regulations affecting regular employees. The completion of the probationary period does not in any way limit Pro Tech Automotive / Pro Tech Towing & Recovery, Inc. right to terminate, discipline, or reassign the employee.

By signing this document, you acknowledge that you understand and agree to the conditions of employment described above.

Employee Name (PRINT) _____.

Employee Signature _____.

EMPLOYEE EMERGENCY CONTACT FORM

Name _____

Department _____

Personal Contact Info:

Home Address _____

City, State, ZIP _____

Home Telephone # _____ Cell # _____

Emergency Contact Info:

(1) Name _____ Relationship _____

Address _____

City, State, ZIP _____

Home Telephone # _____ Cell # _____

Work Telephone # _____ Employer _____

(2) Name _____ Relationship _____

Address _____

City, State, ZIP _____

Home Telephone # _____ Cell # _____

Work Telephone # _____ Employer _____

I have voluntarily provided the above contact information and authorize Pro Tech Towing and its representatives to contact any of the above on my behalf in the event of an emergency.

Employee Signature _____ Date _____

Additional documentation required upon hiring (circle upon completion) and attach to employee file:

Driving Record - IRS W4 Form – USCIS I9 Form
AFC DOT exam request – Handbook & Safety Policy