

# Wise Choice Automotive Employee Application Form



**PLEASE PRINT ALL  
INFORMATION REQUESTED EXCEPT  
SIGNATURE**

## APPLICATION FOR EMPLOYMENT

Please complete EACH section even if providing resumé

**Please Complete Pages 1-5**

**Date:** \_\_\_\_\_

**Name:**

First

Middle

Last

Maiden/Preferred

**Present Address:**

Number

Street

City

State

Zip

**How Long:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

**Desired Salary (Be Specific):** \_\_\_\_\_

### Days/Hours Available to Work

No Pref: \_\_\_\_\_ Thursday: \_\_\_\_\_

Tuesday: \_\_\_\_\_ Friday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

**How many hours can you work weekly?** \_\_\_\_\_

**Employment Desired:**  **FULL-TIME ONLY**  **PART-TIME ONLY**  **FULL- OR PART-TIME**

**Date Available:** \_\_\_\_\_

### Education

Type of School	Name of School	Location	Dates Attended	Major & Degree
High School				
College				
Business/Trade School				
Professional School				

**HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes**

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.



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**Application For Employment**

Do you have a current driver's license?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

Driver's License:

Number: \_\_\_\_\_ State of Issue \_\_\_\_\_  Operator  Commercial (CDL)  Chauffeur  
Have you had any accidents during the past three years? \_\_\_\_\_ How Many? \_\_\_\_\_

Have you had any moving violations during the past three years? \_\_\_\_\_

How Many? \_\_\_\_\_

Please list two professional references other than relatives or previous employers.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company & Position: \_\_\_\_\_ Company & Position: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

*An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.*

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**Application For Employment**

**Work Experience** Please list your work experience beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone Number	<b>Name of Last Supervisor</b>	<b>Employment Dates</b>	<b>Pay or Salary</b>
		<b>From:</b> <b>To:</b>	<b>Start:</b> <b>Final:</b>
	<b>Your last job title</b>		
Reason for leaving (be specific)			
List the jobs you help, duties, performed, skills used or learned, advancements or promotions while you worked at this company.			

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Reason for leaving (be specific)  List the jobs you help, duties, performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer?  Yes  No

Did you complete this application yourself?  Yes  No

If not, who did? \_\_\_\_\_

Are you willing to consent to a background check?  Yes  No

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**PLEASE READ CAREFULLY**

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**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Wise Choice Automotive (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Wise Choice Automotive, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Wise Choice Automotive may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations. I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our company.



**1504 LINCOLNWAY WEST  
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(574) 329-5635  
Wisechoiceautomotive.com**