

# VILLAGE FORD APPLICATION FOR EMPLOYMENT

[ ] Full time

[ ] Part time

Position Desired: \_\_\_\_\_

Date \_\_\_\_\_

## WE ARE AN EQUAL OPPORTUNITY EMPLOYER APPLICANT'S STATEMENT

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I am employed on an "at will" basis which means that I have the right to terminate my employment at any time with or without notice, and Village Ford has the same right. Any such modification to this relationship or agreement to the contrary must be in writing, signed by me or my representative and an authorized representative of Village Ford.

**I AGREE THAT ANY DISPUTE BETWEEN ME AND VILLAGE FORD RELATED TO MY APPLICATION FOR EMPLOYMENT OR MY EMPLOYMENT, IF I AM HIRED, WILL BE RESOLVED THROUGH MUTUALLY BINDING ARBITRATION IN ACCORDANCE WITH VILLAGE FORD'S ARBITRATION POLICY. I UNDERSTAND THAT I HAVE THE RIGHT TO REVIEW THE POLICY PRIOR TO SIGNING THIS DOCUMENT.**

I understand that Village Ford reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I understand that Village Ford may contact my previous employers and I authorize those employers to disclose to Village Ford all records and other information pertinent to my employment with them, whether favorable or unfavorable. I also authorize Village Ford to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information.

By signing below, I certify that all of the information that I provide on this application and in any interview will be true, complete and accurate. I understand if I am employed and any such information is later found to be false, incomplete or misleading in any respect, I will be dismissed.

### \*\*\*AUTHORIZATION TO OBTAIN CONSUMER REPORTS\*\*\*

**IT HAS BEEN DISCLOSED TO ME THAT VILLAGE FORD MAY OBTAIN ONE OR MORE CONSUMER REPORTS ON ME FOR USE IN CONNECTION WITH MY APPLICATION OR FOR OTHER EMPLOYMENT-RELATED PURPOSES. THESE REPORTS MAY INCLUDE CREDIT BUREAU REPORTS, CRIMINAL RECORDS AND DRIVING RECORDS. I AUTHORIZE VILLAGE FORD OR PERSONS ACTING ON ITS BEHALF TO OBTAIN THESE REPORTS.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

## PERSONAL DATA

Name \_\_\_\_\_  
(Print) Last First Middle

Present Address \_\_\_\_\_  
Street and Number City State Zip How long have you lived there? \_\_\_\_\_  
Years Months

Previous Address \_\_\_\_\_  
Street and Number City State Zip How long did you live there? \_\_\_\_\_  
Years Months

Telephone No. \_\_\_\_\_ Are you 18 years of age or older? [ ] Yes [ ] No

How did you learn about our Company? \_\_\_\_\_

Have you ever applied here or worked for this Company in the past? [ ] Yes [ ] No If yes, when? \_\_\_\_\_

Do you have any friends or relatives working here? [ ] Yes [ ] No

If yes, Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you ever pled guilty or "no contest" to a crime or been convicted of a crime? [ ] Yes [ ] No

Do you have any criminal charges pending? [ ] Yes [ ] No If Yes to either question, please give date and details of each:

**NOTE: Answering "yes" to the above questions does not constitute an automatic bar to employment. Village Ford will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by state, local, or federal law.**

# RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references.

Present or Last Employer	<u>Employed</u> From (mo/yr)	<u>Pay</u> Start \$	<u>Position</u>	<u>Reason for Leaving</u>
Address	To (mo/yr)	Final \$	<u>Supervisor</u>	
City, State, Zip Code				
Telephone				
Previous Employer	<u>Employed</u> From (mo/yr)	<u>Pay</u> Start \$	<u>Position</u>	<u>Reason for Leaving</u>
Address	To (mo/yr)	Final \$	<u>Supervisor</u>	
City, State, Zip Code				
Telephone				
Previous Employer	<u>Employed</u> From (mo/yr)	<u>Pay</u> Start \$	<u>Position</u>	<u>Reason for Leaving</u>
Address	To (mo/yr)	Final \$	<u>Supervisor</u>	
City, State, Zip Code				
Telephone				
Previous Employer	<u>Employed</u> From (mo/yr)	<u>Pay</u> Start \$	<u>Position</u>	<u>Reason for Leaving</u>
Address	To (mo/yr)	Final \$	<u>Supervisor</u>	
City, State, Zip Code				
Telephone				
Previous Employer	<u>Employed</u> From (mo/yr)	<u>Pay</u> Start \$	<u>Position</u>	<u>Reason for Leaving</u>
Address	To (mo/yr)	Final \$	<u>Supervisor</u>	
City, State, Zip Code				
Telephone				

Have you ever been terminated or asked to resign from any job? [ ] Yes [ ] No. If Yes, please identify the employer and explain circumstances:

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Please explain fully any gaps in your employment history: \_\_\_\_\_

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May we contact your current employer? [ ] Yes [ ] No. If No, please explain: \_\_\_\_\_

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# PREVIOUS EXPERIENCE

Please indicate any actual experience that you have had in any of the following positions.

## OFFICE

- CONTROLLER
- OFFICE MANAGER
- BOOKKEEPER
- ACCOUNTS RECEIVABLE
- ACCOUNTS PAYABLE
- PAYROLL CLERK
- DATA ENTRY
- CASHIER

## SALES / LEASING

- SALES MANAGER
- FINANCE MANAGER
- LEASING MANAGER
- AFTER MARKET SALES
- NEW CAR SALES
- USED CAR SALES
- TRUCK OR FLEET SALES
- BUSINESS DEVELOPMENT
- TELEMARKETING

## SERVICE AND REPAIR

- SERVICE MANAGER
- SERVICE ADVISOR
- DISPATCHER
- SHOP FOREMAN
- TECHNICIAN
- ELECTRICIAN
- PAINTER
- BODY REPAIR
- GET READY/PREP

## PARTS

- PARTS MANAGER
- PARTS COUNTER
- PARTS STOCKER
- PARTS DRIVER

## OTHER

- VALET
- \_\_\_\_\_
- \_\_\_\_\_

**TECHNICIAN / MECHANIC APPLICANTS:** Please list all current ASE certifications as well as any other special technical qualifications:

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**SALES APPLICANTS:** Please state your average monthly sales: \_\_\_\_\_ Units / mo. during period from \_\_\_\_\_ to \_\_\_\_\_

# EDUCATION

School Name	Years Completed: (Circle)	Diploma or Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills, and Extra- Curricular Activities
	Elementary 4 5 6 7 8			
	High School 9 10 11 12			
	College 1 2 3 4			
	Graduate School 1 2 3 4			
	Trade or Correspondence			
	Other			

# EMERGENCY INFORMATION

In case of an accident or other emergency, who should we contact?

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home address \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Street City State Zip

Work address \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Street City State Zip

# PERSONAL REFERENCES

Please list persons who know you well – not previous employers or relatives.

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

## DRIVING INFORMATION

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

State: \_\_\_\_\_ License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Has your driver's license ever been suspended or revoked?  Yes  No If Yes, please explain circumstances:

Do you have personal automobile insurance?  Yes  No Insurance Company: \_\_\_\_\_

Has your personal automobile insurance ever been canceled?  Yes  No If yes, please explain circumstances:

Have you ever been cited for driving under the influence (DUI) or driving while intoxicated (DWI)?  Yes  No

If Yes, please explain circumstances and outcome: \_\_\_\_\_

Please list all moving traffic violations in the last five (5) years:

**NOTE:** This section must be completed even if you are not applying for a driving position

Offense \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_

Offense \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_

Offense \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_

Offense \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_

**I understand that this application will be considered active for a maximum of thirty (30) days from today's date. If I have not been offered a position by then and I wish to be considered for employment after that time, I must reapply.**

**I understand that my employment and continued employment is subject to Village Ford's receipt, review and approval of all background checks and drug and alcohol tests.**

**I certify that all of the information that I have provided on this application and in any interview is true, complete and accurate. I understand that if Village Ford later discovers that I failed to fully disclose my entire criminal record on this application, I will be subject to immediate termination.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT