Instructions

#1 ... please print legibly and complete all sections on both sides of the application
#2 ... please double check your completed application for accuracy
#3 ... please sign and date the application on the reverse side once you have completed it

name _____
last *first* *middle initial*

current address _____
street *city* *state* *zip code*

day time phone number _____ *evening phone number* _____

your e-mail address _____

how long have you resided at the above address? _____

have you applied with our company before? _____ *the position you are applying for?* _____

did someone refer you to our company? _____ *if "yes", who?* _____

General Qualifications

are you certified by any trade associations or agencies? _____ *If "yes" please list all your certifications with expiration dates:*

_____

_____

do you have a smog license? _____ *and when does it expire?* _____/_____/_____

what is the approximate value of tool and equipment? $ _____

what diagnostic equipment are you experienced in using? _____

_____

please list any specials skills you may have relative to the job you are applying for _____

_____

_____

_____

are you willing to participate in any drug free workplace program we presently have or place in effect? _____

do you have a valid drivers license? _____ *and your own transportation?* _____

are you willing to supply us with any authorization to acquire a state issued report of your driving record? _____

Education History

elementary school _____ *high school* _____ *vocational training* _____ *trade school* _____ *college* _____

(note: if you answered yes to "trade school", "vocational training" or "college", please complete the following)

please elaborate on any trade school, vocational training or college courses you have taken relative to the position you are applying for

_____

_____

_____

Mike's Auto Service
16882 Gothard Unit A
Huntington Beach, CA 92647
(714) 375-3145

Employment History

beginning with your present employer

from ____/____/_____ *to* ____/____/_____
date month year *date month year*

_____
company address

_____
the position you held

_____
company name

$_____ | _____
average weekly take home pay? *salary? hourly? flat rate? commission?*

_____
the reason you are looking to leave the company?

from ____/____/_____ *to* ____/____/_____
date month year *date month year*

_____
company address

_____
the position you held

_____
company name

$_____ | _____
average weekly take home pay? *salary? hourly? flat rate? commission?*

_____
the reason you left the company?

from ____/____/_____ *to* ____/____/_____
date month year *date month year*

_____
company address

_____
the position you held

_____
company name

$_____ | _____
average weekly take home pay? *salary? hourly? flat rate? commission?*

_____
the reason you left the company?

*are you currently working?*_____ *if "no", why not and for how long have you been unemployed?*_____

*how soon would you be able to start with our company?*_____

*can we contact all your past employers?*_____ *and your present employer?*_____

References

only list the people you have known more than a year

name of a non-family member	*length of time known*	*relationship; (friend, etc)*	*area code and phone number*
name of a non-family member	*length of time known*	*relationship; (friend, etc)*	*area code and phone number*
name of a non-family member	*length of time known*	*relationship; (friend, etc)*	*area code and phone number*
name of a non-family member	*length of time known*	*relationship; (friend, etc)*	*area code and phone number*

Acknowledgement and Authorization

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 the 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*

Mike's Auto Service
16882 Gothard Unit A
Huntington Beach, CA 92647
(714) 375-3145