

EMPLOYMENT APPLICATION FOR Managers & Service Advisors

Instructions

- #1 ... please print legibly and complete all sections on both sides of the application
- #2 ... this application must be completed in your own handwriting
- #3 ... double-check your completed application for accuracy
- #4 ... 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 _____

cell phone _____ e-mail address _____

how long have you resided at the above address? _____

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

Qualifications

please rate your Sales Skills on a level of #1 - #10 # _____
why did you chose that number? _____

please rate your Management Skills on a level of #1 - #10 # _____
why did you chose that number? _____

please rate your Administrative Skills on a level of #1 - #10 # _____
why did you chose that number? _____

are you ASE Certified? (C-1 certification) _____
please list 5 separate words that best describe you _____

which Shop Management Software Programs are you proficient with? _____

which Estimating Programs are you proficient with? _____

High School graduate _____ Trade School Graduate _____ College Degree _____
are you able to provide a resume that reflects your educational history? _____

please list any sales or management courses you have taken within the past 2 years: _____

activities & interests (hobbies, etc) _____

have you ever been convicted of a felony? _____ are you willing to authorize a criminal background investigation? _____
are you willing to participate in any drug free workplace program we presently have, or put into effect? _____

do you have a valid driver's license? _____
are you willing to supply us with a state issued report of your driving record? _____

if hired, when would you be able to start? _____

this employment application is continued on the other side

EMPLOYMENT HISTORY

Beginning with your present employer

From _____/_____/_____ date month year date month year _____ company address _____ city & state From _____/_____/_____ date month year date month year _____ company address _____ city & state From _____/_____/_____ date month year date month year _____ company address _____ city & state can we contact all your past employers? _____	_____ company name \$ _____ gross pay-hourly? Salary? commission? salary plus commission? _____ why did you leave, or why are you looking to leave the company? _____ company name \$ _____ gross pay-hourly? Salary? commission? salary plus commission? _____ Why did you leave, or why are you looking to leave the company? _____ company name \$ _____ gross pay-hourly? Salary? commission? salary plus commission? _____ why did you leave, or why are you looking to leave the company? _____ and your present employer? _____
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References

Please Include 3 friends, 1 Service Advisor and 1 Technician

_____ name of a non-family member	_____ length of time known	_____ relationship	_____ area code & phone number
_____ name of a non-family member	_____ length of time known	_____ relationship	_____ area code & phone number
_____ name of a non-family member	_____ length of time known	_____ relationship	_____ area code & phone number
_____ name of a non-family member	_____ length of time known	_____ relationship	_____ area code & phone number
_____ name of a non-family member	_____ length of time known	_____ relationship	_____ area code & 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 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

SILVERDALE AUTOWORKS
 3342 NW Byron Street . Silverdale . WA . 98383
 p: (360) 692-5201 . f: (360) 698-1109