

# Mid-America Car, Inc. - Employment Application



## Applicant Instructions

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please read "Applicant Note"
2. Complete both sides of this form
3. If more space is needed to complete any question, use comments section on the back.
4. Print clearly; incomplete or illegible applications will not be processed.
5. Some packets may have an attached AFFIRMATIVE ACTION QUESTIONNAIRE. This information is being gathered for affirmative action under Section 503 of the Rehabilitation Act of 1973. The information requested is voluntary and will be kept confidential. An applicant will not be subject to any adverse treatment

Todays Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last
First
M.I.

Social Security Number: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street
City
State
Zip

Prior Address: \_\_\_\_\_  
Street
City
State
Zip

## Applicant Note

This application for is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Affirmative action hiring may be requested by qualified applicants. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you are required to submit to a medical review. Depending on company policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the company.

## Availability

For which position are you applying? \_\_\_\_\_  
 What date can you start? \_\_\_\_\_ What category would you prefer?  Full-time  Part-Time  Temporary  Labor Pool  
 For which schedules are you available?  Weekdays  Weekends  Evenings  Nights  Overtime  Shift  Other \_\_\_\_\_

## Education

Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

	Name	City / State	Dates	Graduate
High School				
College				
Other				

## Security

List states and counties of residence for the past seven years: \_\_\_\_\_  
 Yes  No Have you used any names or Social Security Numbers other than those on this page? If so, please describe below.  
 Yes  No Have you been convicted of a felony and/or served time in the past seven years? If so, please describe below. (In accordance with company policy this information will be reviewed for job-relatedness and time since last conviction.)

Incident	City / State	Charge
1)		
2)		

Note: Do not fill out any part of this section you believe to be non-job related.

List languages in which you are fluent: \_\_\_\_\_  
 Yes  No If the job requires, do you have the appropriate valid driver's license?  
 DL# \_\_\_\_\_ Type: \_\_\_\_\_ State of issue \_\_\_\_\_  
 Yes  No Have you had any moving violations? Please describe \_\_\_\_\_  
 \_\_\_\_\_  
 Yes  No Have you been given a job description or had the requirements of the job explained to you?  
 Yes  No Do you understand these requirements?  
 Yes  No Can you perform the requirements of this job with or without reasonable accomodation?

## Employment References

Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are critical.

<b>Most Recent Employer</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently working for this employer? If yes, may we contact?	
_____	_____	_____ (____) _____
Company Name	City	State Phone Number
To _____ From _____	_____	_____
Dates Employed	Job Title	Supervisor Name
_____		
Duties		
_____		
Reason for Leaving		

_____	_____	_____ (____) _____
Company Name	City	State Phone Number
To _____ From _____	_____	_____
Dates Employed	Job Title	Supervisor Name
_____		
Duties		
_____		
Reason for Leaving		

_____	_____	_____ (____) _____
Company Name	City	State Phone Number
To _____ From _____	_____	_____
Dates Employed	Job Title	Supervisor Name
_____		
Duties		
_____		
Reason for Leaving		

### References Include only individuals familiar with your work ability. Do not include relatives

Name	Address / Phone	Years Known/Relationship
1)		
2)		

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certification and Release**      I certify that I have read and understand the applicant not on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies, and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities from liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

**Signature**

**Date**

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