



## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

**APPLICATIONS SHALL BE HANDWRITTEN BY THE APPLICANT**

### GENERAL INFORMATION

|   |         |   |                                   |
|---|---------|---|-----------------------------------|
| Name (Last)   | (First) | (Middle Initial)  | Home Telephone<br>( ) -           |
| Permanent Address   | (City)  | (State)   | (Zip)<br>Other Telephone<br>( ) - |
| E-Mail Address  |         | Are you legally entitled to work in the U.S.?      Yes      No<br>(We participate in USCIS e-Verify for all new hires.) |                                   |
| Within the last seven years have you been convicted of a felony or released from prison? (A conviction record will not necessarily bar you from employment.)      Yes      No |         |   |                                   |
| If yes, describe in full:   |         |   |                                   |
| Do you have a valid Washington State Driver's License?      Yes      No      License Number:<br><b>All applicants must submit an MVR with your application.</b>               |         |   |                                   |

### POSITION

|   |  |
|---|--|
| Desired Position  | Start Date   |
| Currently Employed?      Yes      No                          | May we contact your current employer?      Yes      No |
| Have you applied to this company previously?      Yes      No | When?  |
| Referred by:  |  |

### EDUCATION

|              | Name & School Location | Graduate? | Subjects Studied |
|--------------|------------------------|-----------|------------------|
| High School  |                        | Yes<br>No |                  |
| College      |                        | Yes<br>No |                  |
| College      |                        | Yes<br>No |                  |
| Trade School |                        | Yes<br>No |                  |

### SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

### VETERAN INFORMATION (Most recent)

|                   |               |                   |      |
|-------------------|---------------|-------------------|------|
| Branch of Service | Date of Entry | Date of Discharge | Rank |
|-------------------|---------------|-------------------|------|

**WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience and account for periods of unemployment)**

|                    |        |                   |
|--------------------|--------|-------------------|
| Employer           |        | From (Month/Year) |
| Address            |        | To (Month/Year)   |
| Title              | Salary |                   |
| Reason for Leaving |        |                   |
| Employer           |        | From (Month/Year) |
| Address            |        | To (Month/Year)   |
| Title              | Salary |                   |
| Reason for Leaving |        |                   |
| Employer           |        | From (Month/Year) |
| Address            |        | To (Month/Year)   |
| Title              | Salary |                   |
| Reason for Leaving |        |                   |
| Employer           |        | From (Month/Year) |
| Address            |        | To (Month/Year)   |
| Title              | Salary |                   |
| Reason for Leaving |        |                   |
| Employer           |        | From (Month/Year) |
| Address            |        | To (Month/Year)   |
| Title              | Salary |                   |
| Reason for Leaving |        |                   |

**REFERENCES**

| Name | Address & Phone Number | Relationship | Years Acquainted |
|------|------------------------|--------------|------------------|
|      |                        |              |                  |
|      |                        |              |                  |
|      |                        |              |                  |

I certify that all the information submitted by me on this application is true and complete. I understand that if any false information, omissions, or misrepresentations are discovered my application may be rejected and if I am employed by employment may be terminated at any time. In consideration of my employment, I agree to conform to the company's rules and regulations and I agree that my employment and compensation can be terminated with or without cause and with or without notice at any time, at either my or the company's option. I understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice at any time by the company. I understand that no company representative other than its president and only then when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. I hereby release Jerry's Auto Supply from all liability in making or responding to the inquiries in connection with my application or employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICANT ACCEPTANCE

Dear Applicant

Jerry's Auto Supply is concerned about the potential adverse effects of alcohol and drug abuse on employee health and safety and our service quality. Jerry's Auto Supply intends to provide an alcohol and drug-free, healthy, safe and secure work environment, and to protect employees who do not work under the influence of such substances from the dangers posed by those who do. It is also our intent to take whatever legal steps are necessary to establish and maintain a work environment free from alcohol and drug abuse.

The Jerry's Auto Supply Alcohol and Substance Abuse Policy is available to review in the Accounting Department. If you become a finalist among the applicants for a position with Jerry's Auto Supply, you must agree to undergo drug testing as a condition of employment. Final applicants whose confirmatory test is positive will not be considered for employment. Because more than one person may be a finalist for a position, a negative test does not guarantee you will be hired. If an applicant refuses to submit to a test, the applicant will no longer be considered for employment.

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I understand that if I am a finalist for a position at Jerry's Auto Supply, I must agree to undergo drug testing and to cooperate with the testing. I also understand that if I become employed at Jerry's Auto Supply, I am subject to its drug policy. I understand and accept that consent to drug testing is a term and condition of employment at Jerry's Auto Supply. I hereby and voluntarily agree to submit to a pre-employment drug test as required by Jerry's Auto Supply's policy.

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Signature

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Date

**Please submit with your application form**