



# APPLICATION FOR EMPLOYMENT

## Allied Automotive Brokers & Detailing

2040 Walnut Street  
Murphysboro, Illinois 62966  
(618) 687-2886

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

### PERSONAL INFORMATION (Please Print)

Name (Last, First, Middle) \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ How long at this address? \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Previous Address \_\_\_\_\_ How long at this address? \_\_\_\_\_

Telephone \_\_\_\_\_ Cellular Phone \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)  Yes  No

Are you 18 years of age or older?  Yes  No Date of Birth: \_\_\_\_\_

Do you have any friends or relatives working here?  Yes  No If yes, name: \_\_\_\_\_

Do you have reliable means of transportation to travel to and from work, which will allow you to consistently arrive to work on time?  Yes  No

Do you have a valid driver's license? **A valid driver's license is required for employment due to the nature of business.**

Yes  No License No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

Have you been cited for a traffic violation of any kind within the last FIVE years?  Yes  No

### CRIMINAL BACKGROUND INFORMATION

A conviction will not automatically disqualify an applicant for consideration. You are not obligated to disclose expunged juvenile records of conviction or arrest.

Have you ever been convicted of a felony? (This will not necessarily affect your application.)

Yes  No (If yes, please describe below.)

TYPE OF OFFENCE

WHEN

COUNTY & STATE

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IF YOU HAVE A CRIMINAL RECORD (A CONVICTION), PLEASE EXPLAIN:

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A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO YOUR EMPLOYMENT, AND FACTORS SUCH AS AGE AND TIME OF THE OFFENCE, SERIOUSNESS AND NATURE OF THE VIOLATION, AND REHABILITATION, WILL BE TAKEN INTO ACCOUNT.

**EMPLOYMENT DESIRED**

Position applying for \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

Have you ever applied for employment here?  Yes  No

When? \_\_\_\_\_ Where? \_\_\_\_\_

Have you ever been employed by this company?  Yes  No

When? \_\_\_\_\_ Where? \_\_\_\_\_

Are you presently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you available for full-time work?  Yes  No

Are you available for part-time work?  Yes  No

Will you relocate?  Yes  No

Are you willing to travel?  Yes  No If yes, what percent? \_\_\_\_\_

Date you can start \_\_\_\_\_

Desired position \_\_\_\_\_

Desired starting salary \_\_\_\_\_

Please list applicable skills \_\_\_\_\_

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**EDUCATION & SPECIAL TRAINING**

	NAME AND LOCATION OF SCHOLL	MAJOR FIELD OF STUDY	DID YOU GRAD?	DEGREE, DIPLOMA OR CERTIFICATE
HIGH SCHOOL	Circle the highest grade complete 8 9 10 11 12			
TECHNICAL VOCATIONAL OR MILITARY TRAINING SCHOOL				
COLLEGE OR UNIVERSITY				

In addition to your work history, are there are other skills, qualifications, or experience that we should consider?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any scholastic honors received and offices held in school.

\_\_\_\_\_

\_\_\_\_\_

Are you planning to continue your studies?  Yes  No

If yes, where and what courses of study?

\_\_\_\_\_

**EMPLOYMENT HISTORY (START WITH MOST RECENT EMPLOYER)**

1) Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

2) Company Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**3) Company Name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**4) Company Name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**5) Company Name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact?  Yes  No

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_



**REFERENCES**

List three personal and professional references, not related to you, who have known you for more than one year.

1) Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

2) Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

3) Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

**EMERGENCY CONTACT**

In case of emergency, please notify:

1) Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

2) Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Please Read Before Signing:**

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this company, I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to the company that verifies my right to work in the United States on the first day of employment. I have received from the company a list of the approved documents that are required.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

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

-----*For Personnel Department only*-----

Remarks

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interview Report By \_\_\_\_\_

I wish to order: [ ] Credit Report [ ] DMV Records [ ] Reference Verification [ ] Criminal Records