



Employment Application

**SERVICE ADVISOR**

**APPLICANT INFORMATION (PLEASE PRINT)**

|  |  |                              |                             |  |      |
|--|--|------------------------------|-----------------------------|--|------|
| Last Name  |  | First                        |                             | M.I.   | Date |
| Street Address   |  |                              |                             | Apartment/Unit #   |      |
| City   |  | State                        |                             | ZIP  |      |
| Phone  |  | E-mail Address               |                             |  |      |
| Date Available   |  | Social Security No.          |                             | Desired Salary   |      |
| Position Applied for   |  |                              |                             |  |      |
| Are you a citizen of the United States?  |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Are you familiar with digital inspections?   |      |
| If no, are you authorized to work in the U.S.?   |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, list digital inspection software(s)?   |      |
| Do you have a current/valid Driver's License?  |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Which POS software are you familiar with(circle all)<br>Napa TRACS - Mitchell 1 - Bolt On - Protractor -Other            |      |
| Do you have reliable transportation to work?   |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | List "Other" POS software:   |      |
| Have you ever worked for this company?   |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Scan tool Experience? Tech2 <input type="checkbox"/> SNAPON <input type="checkbox"/> IDS <input type="checkbox"/> Other: |      |
| Have you ever been convicted of a felony?  |  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain  |      |
| ASE or Other Certification(s)? YES <input type="checkbox"/> NO <input type="checkbox"/> Please List: |  |                              |                             |  |      |

**EDUCATION**

|   |                             |                   |        |
|---|-----------------------------|-------------------|--------|
| <b>High School</b>  |                             | Address           |        |
| From  | To                          | Did you graduate? | Degree |
| YES <input type="checkbox"/>  | NO <input type="checkbox"/> |                   |        |
| <b>College</b>  |                             | Address           |        |
| From  | To                          | Did you graduate? | Degree |
| YES <input type="checkbox"/>  | NO <input type="checkbox"/> |                   |        |
| <b>Trade</b>  |                             | Address           |        |
| From  | To                          | Did you graduate? | Degree |
| YES <input type="checkbox"/>  | NO <input type="checkbox"/> |                   |        |
| Number of years experience <b>Professionally</b> in auto repair: (circle one) 0-3 3-4 4-5 5-6 7+                        |                             |                   |        |
| Number of years <b>Specializing</b> in a vehicle or area: (circle one) 1-2 3-4 5+ List vehicles & areas specialized in: |                             |                   |        |
| List any additional training or classes attended:   |                             |                   |        |

**REFERENCES**

Please list **three** professional references.

|           |  |              |  |
|-----------|--|--------------|--|
| Full Name |  | Relationship |  |
| Company   |  | Phone        |  |
| Address   |  |              |  |
| Full Name |  | Relationship |  |
| Company   |  | Phone        |  |
| Address   |  |              |  |

|           |  |              |  |
|-----------|--|--------------|--|
| Full Name |  | Relationship |  |
| Company   |  | Phone        |  |

**PREVIOUS EMPLOYMENT**

|   |                    |                    |  |
|---|--------------------|--------------------|--|
| <b>Company</b>  |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |

|   |                    |                    |  |
|---|--------------------|--------------------|--|
| <b>Company</b>  |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |

|   |                    |                    |  |
|---|--------------------|--------------------|--|
| <b>Company</b>  |                    | Phone              |  |
| Address   |                    | Supervisor         |  |
| Job Title   | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities  |                    |                    |  |
| From  | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |

Are you currently Employed? YES  NO  Reason for seeking other employment:

Have you worked on an incentive type pay system? YES  NO  **OR** **Flag rate pay system?** YES  NO

**Why would you like to work at Stan's Auto Service?**

**MILITARY SERVICE**

|                                  |                   |    |
|----------------------------------|-------------------|----|
| Branch                           | From              | To |
| Rank at Discharge                | Type of Discharge |    |
| If other than honorable, explain |                   |    |

**DISCLAIMER AND SIGNATURE**

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatements or omissions of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I understand that I may be required to pass a pre-employment drug screen, and if hired I may be subject to Stan's Auto Service Inc.'s drug and alcohol testing policy during my employment.

I understand that Stan's Auto Service Inc. is an Equal Opportunity Employer. No question on this application form is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state or federal law. Equal access to employment, services and programs is available to all persons.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

Best way to contact you? Home phone#: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Text? YES NO

Email address: \_\_\_\_\_