

Hovis Auto Supply, Inc.

Application for Employment

- Hovis Auto is an equal opportunity employer. Employment decisions, including all hiring decisions, are made without regard to race, color, religion/creed, sex, national origin, ancestry, age, pregnancy, non-job-related disability, veteran status, possession of a General Education Development Certificate as compared to a high school diploma, or any other trait protected by applicable federal, state, or local laws. We strive to hire the hardest working and most qualified individuals.
- Please complete the entire application truthfully. Any falsifications or omissions may be grounds for immediate dismissal. If a given question is not applicable to you, you should answer N/A. An incomplete application will not be accepted.

1

Name: _____

Date: _____ Telephone: () _____

Address: _____

Postal Code: _____

Position(s) applied for: _____ Date You Can Start _____

Are you legally eligible for employment in the United States? ___ Yes ___ No

Are you at least 18 years of age? ___ Yes ___ No

If you are not at least 18 years of age, how old are you? _____

Have you ever filed an application with us before? ___ Yes ___ No

If yes, give date _____

Have you ever been employed with us before? ___ Yes ___ No

If yes, give date _____

Are you currently employed? ___ Yes ___ No

If no, how long have you been unemployed? _____

Are you available to work full time? ___ Yes ___ No

Are you able to perform all essential functions of the job that you have applied for with or without a reasonable accommodation? ___ Yes ___ No

Have you ever been convicted of, or pled guilty to, any felony or misdemeanor crime? ___ Yes ___ No

If you answered yes above, please list all crimes which you have been convicted of or pled guilty to and include the date of the offense. Please note that you will not automatically be excluded from consideration based upon a criminal record. Your suitability for the position sought will be evaluated based upon the circumstances in order to determine whether the criminal record renders you unsuitable for the job.

Have you been discharged or fired from any job that you have held within the past 10 years?

___ Yes ___ No

If you answered yes above, please describe the circumstances involved.

Please list the skills and/or qualifications which you feel would especially qualify you for the position for which you have applied.

Current Employment

May we contact your present employer? ___ Yes ___ No Current rate of pay _____

Employer's name _____ Immediate supervisor _____

Employer's address _____

City _____ State _____ Phone _____

Description of current position and job duties _____

Has your employer taken any disciplinary action against you within the last two years?

___ Yes ___ No

2

EDUCATIONAL BACKGROUND

EDUCATIONAL BACKGROUND – relevant to the position applied for

Highest level of education completed: _____

Name of educational institute: _____

What machines or equipment have you operated which relate to the position you have applied for? _____

Are there any skills, experience, of other qualifications which you feel would assist you in performing the duties of the position you have applied for? _____

3a**List below your last three employers, starting with the most recent.**

Employer's Name: _____ Commencement Date: _____ Departure Date: _____

Reason for Departure: _____

Supervisor's Name: _____ Telephone: () _____

Position(s) Held: _____

Duties: _____

May we contact this employer? (If not, state brief reason): _____

3b

Employer's Name: _____ Commencement Date: _____ Departure Date: _____

Reason for Departure: _____

Supervisor's Name: _____ Telephone: () _____

Position(s) Held: _____

Duties: _____

May we contact this employer? (If not, state brief reason): _____

3c

Employer's Name: _____ Commencement Date: _____ Departure Date: _____

Reason for Departure: _____

Supervisor's Name: _____ Telephone: () _____

Position(s) Held: _____

Duties: _____

May we contact this employer? (If not, state brief reason): _____

3d

Employer's Name: _____ Commencement Date: _____ Departure Date: _____

Reason for Departure: _____

Supervisor's Name: _____ Telephone: () _____

Position(s) Held: _____

Duties: _____

May we contact this employer? (If not, state brief reason): _____

4**If you are applying for a position that requires driving, please complete this section:**

Do you have a valid drivers license? _____ License #: _____ State: _____

Note: If you are selected for an interview, you are required to present a copy of your driving record that is not more than 4 weeks old. After being hired, a copy of this driving record will be placed into your personnel file and an annual update will be required.**5****False information given or implied on an application form is grounds for immediate dismissal without further notice.**

I hereby state that all information provided is accurate and may be verified by you. I agree that I may be discharged if Hovis Auto at any time learns of falsification or material omission in the information provided on this application form and related documents. Hovis Auto may contact my former employer in connection with the consideration of my employment with them. All references are hereby authorized to release all information which they may have relevant to my employment with them. I hereby release Hovis Auto, its affiliates, successors, and assigns, and all references from any liability that might be claimed because of information provided by such references.

I agree that I will follow all Company policies, rules, procedures, and all other directions pertaining to my employment. I understand that Hovis Auto reserves the right to add, change, and/or delete any policies, procedures, work rules, and/or benefits at any time.

Applicant Signature: _____ Date: _____

NO CONSIDERATION OF EMPLOYMENT WILL BE GIVEN TO ANY APPLICANT WHO DOES NOT SIGN THE ABOVE STATEMENT.**Note:** Additional personal information will be required to complete benefit forms after being hired.**Thank you for showing an interest in pursuing a career with Hovis Auto.**