

● Office 970-472-6000 ● poudreauto.office@gmail.com

APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment at Poudre Auto Repair. We are an equal opportunity employer and do not discriminate in any aspect of employment on the basis of race, color, religion, sex, national origin, marital status, age, veteran status, non-job-related disability or any other protected group status.

Today's Date: _____

Position Applying For: _____ Rate of Pay Desired: _____

GENERAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE	SOCIAL SECURITY #
CURRENT ADDRESS			HOW LONG?
CITY	STATE	ZIP CODE	
HOME PHONE	ALTERNATE PHONE/CELL		

PREVIOUS ADDRESSES (FOR THE LAST 3 YEARS)

ADDRESS	CITY	STATE	HOW LONG?
ADDRESS	CITY	STATE	HOW LONG?
ADDRESS	CITY	STATE	HOW LONG?

DATE OF BIRTH ____/____/____ CAN YOU PROVIDE PROOF OF AGE? _____

ARE YOU EMPLOYED NOW: ☐ YES ☐ NO IF NOT HOW LONG SINCE LEAVING YOUR LAST EMPLOYMENT? _____

HAVE YOU EVER WORKED FOR THIS COMPANY? _____ IF YES, EXPLAIN WHEN AND WHERE: _____

ARE YOU CURRENTLY OR HAVE YOU PREVIOUSLY PERFORMED SERVICES AS AN INDEPENDENT CONTRACTOR FOR POUFRE AUTO REPAIR.?

NO _____ IF YES, EXPLAIN WHEN AND WHERE: _____

DATE AVAILABLE TO START WORK	DAYS AVAILABLE	HOURS AVAILABLE
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ARE YOU WILLING TO WORK OVERTIME OR NIGHTS WHEN REQUIRED? ☐ YES ☐ NO

IS THERE ANY REASON YOU MIGHT BE UNABLE TO PERFORM THE FUNCTION OF THE JOB FOR WHICH YOU HAVE APPLIED (PLEASE

REVIEW JOB POSTING BEFORE ANSWERING THIS QUESTION) ☐ YES ☐ NO IF YES, EXPLAIN: _____

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? _____
(YOU WILL BE REQUIRED UPON EMPLOYMENT TO SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES.)

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? _____ IF YES, PLEASE EXPLAIN FULLY ON A SEPARATE SHEET OF PAPER.

DO YOU HAVE ANY LEGAL ACTIONS PENDING RELATED TO A FELONY OR MISDEMEANOR CHARGE? _____ IF YES, PLEASE EXPLAIN FULLY ON A SEPARATE SHEET OF PAPER.

(PENDING ACTION AND/OR A CONVICTION OF A CRIME IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. ALL CIRCUMSTANCES WILL BE CONSIDERED. FAILURE TO ANSWER HONESTLY MAY RESULT IN DISCONTINUED CONSIDERATION OF OR TERMINATION OF EMPLOYMENT.)

EDUCATIONAL BACKGROUND

CIRCLE THE HIGHEST GRADE COMPLETED: 1 2 3 4 5 6 7 8 HIGH SCHOOL: 1 2 3 4 COLLEGE: 1 2 3 4

LAST SCHOOL ATTENDED: _____ CITY/STATE: _____

SHOW SPECIAL COURSES OR TRAINING THAT WILL HELP YOU AS AN AUTOMOTIVE TECHNICIAN:

LIST ANY AUTOMOTIVE TECHNICIAN OR OTHER EXPERIENCE THAT MAY HELP IN YOUR WORK FOR THIS COMPANY:

LIST COURSES AND TRAINING OTHER THAN SHOWN ELSEWHERE IN THIS APPLICATION: _____

LIST SPECIAL SKILLS OR TECHNICAL MATERIALS YOU CAN WORK WITH (OTHER THAN ALREADY SHOWN): _____

PROFESSIONAL REFERENCES

List professional references that are familiar with the quality of your work, have worked directly with you, and have known you at least two years. 1.

Reference

Work phone	Home phone	
()	()	
Address		
City	State	Zip code
Relationship		

2. Reference

Work phone	Home phone	
()	()	
Address		
City	State	Zip code

PLEASE READ CAREFULLY AND SIGN

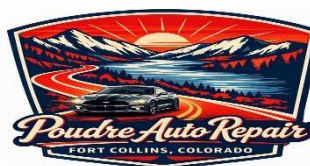
I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at will at any time with or without notice or reason, and the Company has the same right. No one other than the Owner of the company has the authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that the Company reserves the right to require me to submit a drug test at any time and reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I further understand that the Company may contact my previous employers and I authorize those employers to disclose the Company all records and any other information pertinent to my employment with them. I release my previous employers from any liability as a result of their disclosure of information about me to the Company. I also authorize the Company to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information. I further understand that if employed I will be on a 30-day introductory period and that termination for unsatisfactory performance during that period will not result in any Company responsibility for unemployment benefits. I further understand that completion of the introductory period does not confer any expectation of continued employment, and that if employed, my employment will be for no definite period and "at-will".

By signing below, I certify that all the information that I provide on this application and in an interview are and will be true, complete and accurate. I understand that if I am employed and any such information is later found to be false or misleading in any respect, I will be dismissed. I certify that I have received a written notification that the Company may obtain a consumer report or reports on me. I authorize this Company to obtain such a report or reports for use in connection with my application for employment and for other employment-related reasons. If I am hired, as a condition of employment, I understand that I will be required to sign certain employee agreements relating to company policies. I understand that, if hired, I am required to abide by all rules and regulations of Poudre Auto Repair, and to comply with all policies and procedures. I further understand that Poudre Auto Repair policies and procedures are subject to modification without notice.

Applicant's Signature _____

Date _____



Job Description

(Initial each-blank)

_____ Required to maintain cleanliness of work area

_____ May be required to lift packages or products weighing up to 50 lbs. as dictated by specific job requirements.

_____ Ensure punctuality and adhere to all scheduled shift times.

_____ Varied, irregular work schedules, including:

_____ overtime

_____ night-time

_____ weekends

_____ Must be able to communicate effectively with customers, other employees, and managers.

_____ Must comply with all company policies

_____ Must maintain appropriate grooming and attire.

I have read and understand the above Job Description and attest that I am able and willing to perform the essential functions, with or without an accommodation.

Applicant Signature

Date