

Employment Application Template

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| **Personal Information** | | | | | | | | | | |
| Name: | | | | | Date: | | | | | |
| Position Applying For: | | | | | | |  | | |  |
| National Insurance Number: | | | | | |  | | |  | |
| Address: | | | |  | | | | |  | |
| City: | | | County | | | | | Postcode | | |
| Home Phone: | Message Phone: | | | | | | | | | |
| Do you have a valid driver’s license? **Yes No** | | License No. | | | Exp. Date: | | | | | |
| Do you have adequate transportation to and from work? **Yes No** | | | | | | | | | | |
| Have you been cited for a traffic violation of any kind within the last FIVE years? **Yes No  If yes, please give date and details:** | | | | | | | | | | |

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| **Education** |

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| --- | --- | --- | --- |
| **Education** | High School | College/University | Graduate/Professional |
| School Name |  |  |  |
| Diplomas or Degrees |  |  |  |
| Describe Course of Study or Major |  |  |  |

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| **Record of Previous Employment** |

Please list the names of your previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If you were self-employed, give the business name and supply business references. Attach extra pages if necessary.

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| --- | --- | --- | --- |
| Present or Last Employer | Employed | Your Title or Position | Reason for Leaving |
|  | From (mo./yr.) |  |  |
| Address |  |  |  |
| Post code | To (mo./yr.) | Name of Last Supervisor |  |
|  |  |  |  |
| Telephone |  |  |  |
| Previous Employer | Employed | Your Title or Position | Reason for Leaving |
|  | From (mo./yr.) |  |  |
| Address |  |  |  |
| Post code | To (mo./yr.) | Name of Last Supervisor |  |
|  |  |  |  |
| Telephone |  |  |  |
| Previous Employer | Employed | Your Title or Position | Reason for Leaving |
|  | From (mo./yr.) |  |  |
| Address |  |  |  |
| Post code | To (mo./yr.) | Name of Last Supervisor |  |
|  |  |  |  |
| Telephone |  |  |  |
| Previous Employer | Employed | Your Title or Position | Reason for Leaving |
|  | From (mo./yr.) |  |  |
| Address |  |  |  |
| Post code | To (mo./yr.) | Name of Last Supervisor |  |
|  |  |  |  |
| Telephone |  |  |  |
| Previous Employer | Employed | Your Title or Position | Reason for Leaving |
|  | From (mo./yr.) |  |  |
| Address |  |  |  |
| Post code | To (mo./yr.) | Name of Last Supervisor |  |
|  |  |  |  |
| Telephone |  |  |  |
| Previous Employer | Employed | Your Title or Position | Reason for Leaving |
|  | From (mo./yr.) |  |  |
| Address |  |  |  |
| Post code | To (mo./yr.) | Name of Last Supervisor |  |
|  |  |  |  |
| Telephone |  |  |  |

**References**

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

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| --- | --- | --- | --- | --- |
| Name | Occupation | Address | Telephone | Years Known |
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| **Additional Information** |

Have you ever been terminated or asked to resign from any job? **Yes No**

If yes, explain the circumstances:

Please explain any gaps in your employment history:

May we contact your most current employer? **Yes No**

Have you ever pled guilty or "no contest" to, or been convicted of a misdemeanor or felony? **Yes No**   
If yes, give details and dates of each:

Have you been arrested for any matter for which you are out on bail or on your own recognizance pending trial?

**Yes No**

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| **Experience** |

Please indicate actual work experience you have in any of the following areas or positions:

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| **Administration**  Office Manager  Bookkeeper  Accounts Receivable  Accounts Payable  Payroll Clerk  Warranty Clerk  Data Entry  Cashier  Job Costing  Receptionist  Insurance Claims  Word Processing  Computer Accounting  Financial Statements  Financial Analysis  Real Estate  Tax Returns | **Sales**  Salesperson Retail  Salesperson Service  Salesperson Wholesale  Department Sales Manager  Regional Sales Manager  Leasing Manager  Salesperson (New Car)  Salesperson (Used Car)  Phone Sales  Customer Service Representative | **Production**  Frame Technician  Universal Bench Systems  Dedicated Jig Systems  Body Technician  Mig Welding  Oxy/Acetylene Welding  Mechanic  Suspension & Steering  Wheel Alignment  Plastic Repair  Cooling Systems  Air Conditioning  ABS Brakes  Air Bag Systems  Exhaust Systems  Automotive Electrical  Apprentice/Helper  Color Matching  Computerized Paint Mixing  Paint Preparation  Refinish Technician  Machine Polishing  Detailer  Maintenance  Glass Installation | **Other**  Shop Manager  Service Manager  Service Writer/Advisor  Estimator  Insurance Adjuster  Insurance Appraiser  Shop Foreman  Production Manager  Department Manager  Parts Manager  Parts Counter Person  Inventory Control  Purchasing Agent  Advertising/Marketing |

Remarks and Special Qualifications: (Please include any computer systems and programs with which you are familiar.)

I hereby state that all the information that I provided on this application is true and correct.

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Signature of Applicant Date