



APPLICATION FOR EMPLOYMENT

Please Enter All Required Fields

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.

Name: _____ Social Security #: _____ - _____ - _____

Address: _____

Telephone: () - _____ - _____ Mobile Phone / Other: () - _____ - _____

Email Address: _____

Position(s) Applied for _____ Date of Application: _____

Referral Source

Who referred you to New City Nissan? _____

If necessary, best time to call you at home is: __ : __	Type of employment desired: Full time <input type="checkbox"/> Part time <input type="checkbox"/> Educational Co-op: Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/>
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, work number and best time to call: () - ____ - ____ : ____	Are you able to meet the attendance requirements of the Position? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Will you work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain _____ _____
If you are under 18 and it is required Can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain _____ _____	
Have you submitted an application here before?. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date(s) and position(s) _____	
Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give dates from ____/____/____ to ____/____/____	
Are you legally eligible for employment In this country? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date available for work ____/____/____	
What is your desired salary range or hourly rate of pay? \$ _____ Per _____	



EMPLOYMENT HISTORY

Start with your most recent Employer, provide the following information. Add additional sheets if necessary.

Employer _____	Telephone () - ____ - ____	Start Date ____ / ____	End Date ____ / ____
Street Address _____ _____		Compensation (Starting) \$ _____ per _____ <input type="checkbox"/> Hourly or <input type="checkbox"/> Salary	
Starting Job Title/Final Job Title _____		\$ _____ Other Compensation	
Immediate Supervisor and Title _____ (For most recent position held) May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Compensation (Ending) \$ _____ per _____ <input type="checkbox"/> Hourly or <input type="checkbox"/> Salary	
Why did you leave? _____ _____		\$ _____ Other Compensation	
Summarize the type of work performed and job responsibilities _____ _____ _____			
What did you like the most about your position? _____ _____			
What were the things you like the least about the position? _____ _____			

Employer _____	Telephone () - ____ - ____	Start Date ____ / ____	End Date ____ / ____
Street Address _____ _____		Compensation (Starting) \$ _____ per _____ <input type="checkbox"/> Hourly or <input type="checkbox"/> Salary	
Starting Job Title/Final Job Title _____		\$ _____ Other Compensation	
Immediate Supervisor and Title _____ (For most recent position held) May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Compensation (Ending) \$ _____ per _____ <input type="checkbox"/> Hourly or <input type="checkbox"/> Salary	
Why did you leave? _____ _____		\$ _____ Other Compensation	
Summarize the type of work performed and job responsibilities _____ _____ _____			
What did you like the most about your position? _____ _____			

What were the things you like the least about the position? _____ _____
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Employer _____	Telephone () - ____ - ____	Start Date ____ / ____	End Date ____ / ____
Street Address _____ _____		Compensation (Starting) \$ _____ per _____ <input type="checkbox"/> Hourly or <input type="checkbox"/> Salary	
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Why did you leave? _____ _____		\$ _____ Other Compensation	
Summarize the type of work performed and job responsibilities _____ _____ _____			
What did you like the most about your position? _____ _____			

What were the things you like the least about the position? _____

Explain any gaps in your employment, other than those due to personal illness, injury or disability:

If not addressed on previous page, have you ever been fired or asked to resign from a job? ☐ Yes ☐ No

If yes, please explain _____

SKILL AND QUALIFICATIONS:

Summarized any special training, skills, license and or certificates that may assist you in performing the positions to which you are applying.

COMPUTER SKILLS

(Check appropriate boxes includes software titles and years of experience)

<input type="checkbox"/>	Word Processing :		Years:	Internet:	Years:
<input type="checkbox"/>	Spreadsheet:		Years:	Other:	Years:
<input type="checkbox"/>	Presentation:		Years:	Other:	Years:
<input type="checkbox"/>	Email:		Years:	Other:	Years:

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

School: _____ City / State _____

Years Completed: _____ Completed ☐ Diploma ☐ GED ☐ Degree ☐ _____ Certification _____ Other _____

GPA _____ Major / Minor _____

School: _____ City / State _____

Years Completed: _____ Completed ☐ Diploma ☐ GED ☐ Degree ☐ _____ Certification _____ Other _____

GPA _____ Major / Minor _____

School: _____ City / State _____

Years Completed: _____ Completed ☐ Diploma ☐ GED ☐ Degree ☐ _____ Certification _____ Other _____

GPA _____ Major / Minor _____



REFERENCES

List name and telephone numbers of three business / work references that are not related to you.

If not applicable, list three school or personal references that are not related to you.

NAME	TITLE	RELATIONSHIP	TELEPHONE	Number of Years known
			()	
			()	
			()	

RELATED INFORMATION

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any similar protected status.

List any special accomplishments, publications, award, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any similar protected status.

In your current or prior job, have you ever written instructions or directions to be followed by employees or customer?

☐ YES ☐ NO ☐ Not Applicable

If yes, Please explain: _____

Is there any other job related information you want us to know about you? _____

APPLICANT STATEMENT:

I certify that all information I provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employee or representatives, for seeking, gather and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this applications remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for to reapply and fill out the new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employer at any time. With or without cause and with or without prior notice, except as maybe required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurance to the contrary and that no implied written or oral agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's officers.

I understand that if I am hire, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT CHECK THIS BOX AND TYPE YOUR NAME AND DATE UNTIL YOU HAVE READ THE ABOVE STATEMENT.

☐ I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____ Date ____/____/____