



Keyes Chevrolet, Inc
 303 Oak Avenue
 Menomonie, WI 54751
 (715) 235-2601
 CHEVYTOWNUSA.COM

APPLICATION FOR EMPLOYMENT

Issued By: _____
Date: _____

PERSONAL INFORMATION

Name _____ Date _____
Last First Middle

Street _____ Phone _____

City, State Zip _____ SSN _____

Are you legally eligible for employment in the U.S.? Yes No

Do you have a valid driver's license? Yes No

Are you of legal age to work? Yes No

Verification will be required.

Position(s) applying for: _____ Desired Salary \$ _____

Please check type(s) of employment desired:
 Permanent Full-time Temporary Full-time Permanent Part-time Temporary Part-time

Were you previously employed by Keyes Chevrolet, Inc.? Yes No If yes, when? _____

Do you currently have relatives working for Keyes Chevrolet Inc.? Yes No If yes, who? _____

Have you ever been convicted of a felony? * Yes No If yes, explain. _____

For what, when, and where? (*The existence of a criminal record will not automatically disqualify you from the job for which you are applying.)

In case of an emergency, please notify: _____
Name Phone

Are there any other experiences, skills or qualifications that will be of special benefit in the job for which you are applying?
 (Applicant should not list any information that Federal and/or State laws preclude obtaining in the pre-employment stage.)

RECORD OF EDUCATION

School	Name & Address of School	Course of Study	Circle Last Year Completed	Did you graduate?	Diploma / Degree
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

WORK EXPERIENCE

Company Name & Address	From Mo/Yr	To Mo/Yr	Starting Salary	Ending Salary	Name of Supervisor
Describe the work you did:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Phone No. _____	

Company Name & Address	From Mo/Yr	To Mo/Yr	Starting Salary	Ending Salary	Name of Supervisor
Describe the work you did:				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Phone No. _____	

Please explain why you would prefer us not to contact a past or present employer:

Account for all periods of unemployment to date, if the duration of unemployment was more than one month:

BUSINESS / PROFESSIONAL REFERENCES (Not Relatives)

Name	Address
Occupation	
Business	Phone No.

Name	Address
Occupation	
Business	Phone No.

Name	Address
Occupation	
Business	Phone No.

PERSONAL REFERENCES (Not Relatives)

Name	Address	
Occupation		
Business	Phone No.	

Name		Address	
Occupation			
Business		Phone No.	

Please complete the following questions:

What are you long term professional goals?

Define "team work."

Explain how you would achieve customer service.

APPLICANT'S STATEMENT

Please read before signing. If you have any questions regarding the following statements, please ask before signing.

By signing my name below, I certify that all statements made on this application are true and complete to the best of my knowledge. I have not withheld any information requested on this form. I authorize Keyes Chevrolet to contact each of my employers, except those indicated, as well as schools and law enforcement agencies to obtain information needed to consider for my employment. I understand that misrepresentation or omission of this information can affect the outcome of the decision to be hired or cause termination of employment. This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time and to update or re-apply for a position.

I hereby understand and acknowledge that nothing contained in this employment application or the granting of an interview is intended to create an employment contract between myself and Keyes Chevrolet for either employment or the promise of any benefit. No promises regarding continued employment have been made to me. I understand that such promises or guarantees from Keyes Chevrolet are not binding unless in writing.

Applicant's Signature

Date

Keyes Chevrolet is an Equal Opportunity Employer. Keyes Chevrolet does not discriminate in hiring on the basis of race, color, religion, national origin, sex, age, handicap or veteran status.

Please read, complete, sign and date the following statements only if checked, indicating it is a job requirement for the position you are applying.

- I give permission for an investigation of my current credit standing, which I accept as a condition of my employment.
- I give permission for verification of my driver's license record, which I accept as a condition for employment.

Driver's License No. _____ State _____ Expires _____

Applicant's Signature

Date