

JIM KEIM FORD, INC.
APPLICATION FOR EMPLOYMENT

ABOUT OUR COMPANY

Thank you for your interest in applying for a job with our company. Because of our commitment to offering the highest possible satisfaction to our customers, we are only interested in hiring the best. We want to have a complete understanding of your qualifications, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit both the company and our employees. Please answer the following questions honestly, completely and thoughtfully. We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, veteran status, handicap, or disability.

Date of Application _____

PERSONAL INFORMATION:

Name: _____
Last Name First Name Middle Initial

Address: _____
Street

City: _____ State _____ Zip Code _____

Telephone: _____ Social Security No: ____/____/____

If you are under 18 years of age, do you have a work permit? Yes ___ No ___

If you have ever worked under another name, please identify: _____

YOUR JOB INTEREST

Position Desired: _____

What starting salary or wage do you expect: \$____/hr. \$____/wk. \$____/month

Are you available for full-time work? Yes ___ No ___ Part-time work? Yes ___ No ___

Are you willing to work any shift? Yes ___ No ___

Are there any days of the week when you would not be available to work? Please specify: _____

Date you can start work? _____. How did you learn of this job opening? _____

Have you ever worked for JIM KEIM FORD, INC. before? Yes ___ No ___ When? _____

Who was your supervisor? _____

Why did you leave? _____

Do you know anyone who works here? Yes ___ No ___

Who? _____

YOUR EDUCATION/TRAINING:

Please circle highest grade completed:

1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 1 2 3 4
Grade School High School College Trade/Tech

What was the last school you attended? _____.

What extracurricular activities did you participate in, or special skills did you acquire at the above circled school(s) which might be helpful for the job in which you are applying?

_____.

YOUR WORK EXPERIENCE:

Beginning with your present or most recent employer, describe your employment experiences below.....

Are you presently employed? Yes___ No___

Are you on layoff and subject to recall? Yes___ No___ If yes, to where? _____

_____.

1. Present or Last Employer: _____.

Address: _____ Phone: _____.

Kind of Business: _____.

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To _____
Month/Year Month/Year

Name & Title of Supervisor: _____

Description of your work and responsibilities: _____

Reason for leaving: _____

Will you receive a satisfactory reference from this employer? Yes___ No___ If "No", please explain: _____

May we contact your present employer at this time: Yes___ No___ If "No", please explain: _____

_____.

YOUR WORK EXPERIENCE:

2. Next Previous Employer: _____.

Address: _____ . Phone: _____

Kind of Business: _____

Starting Position: _____ Pay:\$ _____

Final Position: _____ Pay:\$ _____.

Dates Employed: From: _____ To _____

Month/Year Month/Year

Name & Title of Supervisor: _____.

Description of your work responsibilities: _____

Reason for leaving: _____

Will you receive a satisfactory reference from this employer? Yes ___ No ___ If "No," please explain: _____

_____.

3. Next Previous Employer: _____.

Address: _____ . Phone: _____

Kind of Business: _____

Starting Position: _____ Pay:\$ _____

Final Position: _____ Pay:\$ _____.

Dates Employed: From: _____ To _____

Month/Year Month/Year

Name & Title of Supervisor: _____.

Description of your work responsibilities: _____

Reason for leaving: _____

Will you receive a satisfactory reference from this employer? Yes ___ No ___ If "No," please explain: _____

_____.

4. Next Previous Employer: _____.

Address: _____ . Phone: _____

Kind of Business: _____

Starting Position: _____ Pay:\$ _____

Final Position: _____ Pay:\$ _____

Dates Employed: From: _____ To _____
Month/Year Month/Year

Name & Title of Supervisor: _____.

Description of your work responsibilities: _____

Reason for leaving: _____

Will you receive a satisfactory reference from this employer? Yes ___ No ___ If "No,"
please explain: _____

_____.

5. Next Previous Employer: _____.

Address: _____ . Phone: _____

Kind of Business: _____

Starting Position: _____ Pay:\$ _____

Final Position: _____ Pay:\$ _____

Dates Employed: From: _____ To _____
Month/Year Month/Year

Name & Title of Supervisor: _____.

Description of your work responsibilities: _____

Reason for leaving: _____

Will you receive a satisfactory reference from this employer? Yes ___ No ___ If "No,"
please explain: _____

_____.

PERSONAL INFORMATION:

Do you have, or have you applied for the legal right to remain permanently and work in the United States? Yes___ No___.

Have you ever been discharged , or asked to resign by an employer? Yes___ No___.

If yes, please explain: _____

_____.

A record of criminal conviction will not necessarily be a bar to employment, since the Company will consider factors such as age, time of the offense, the nature and seriousness of the violation, and evidence of rehabilitation in making any employment decision.

Have you ever been convicted of a crime, other than minor traffic violations? Yes___ No___.

If your answer is yes, please explain: _____

_____.

PLEASE COMPLETE THIS SECTION IF THE JOB FOR WHICH YOU ARE APPLYING MIGHT REQUIRE YOU TO DRIVE COMPANY VEHICLES.....

Do you have a valid driver's license? Yes___ No___

License Number and State _____.

Have you had any accidents in the last five years? Yes___ No___.

If yes, please give details: _____

_____.

Have you been cited for any moving violations in the last five years? Yes___ No___

If yes, please give details: _____

_____.

Has your driver's license ever been suspended, revoked, denied or cancelled?

Yes___No___.

If yes, please explain: _____

_____.

YOUR MILITARY EXPERIENCE:

(Completing this section of the application is optional)

Have you ever been in the United States Armed Services? Yes ___ No ___

What branch? _____.

Describe any skills you acquired in the Service which would be useful to the job for which you are applying: _____

_____.

YOUR REFERENCES:

(Completing this section of the application is optional)

List the names of any professional or personal character references who have known you for at least three years and from whom you can obtain letters of recommendation. Please **do not list relatives.**

1. Name: _____ Occupation: _____
Address: _____
City: _____ Phone: () _____.
Relationship to Applicant: _____

2. Name: _____ Occupation: _____
Address: _____
City: _____ Phone: () _____.
Relationship to Applicant: _____

3. Name: _____ Occupation: _____
Address: _____
City: _____ Phone: () _____.
Relationship to Applicant: _____