In answering the questions below, conviction of a crime will not be an absolute bar to employment. Information regarding conviction record will be reviewed in light of all the surrounding circumstances, including age at the time of the offense, seriousness and nature of the offense, rehabilitation, relationship of the offense to employment, and federal and state statutory requirements.

Have you ever pled guilty or no contest to, or been convicted of, a misdemeanor or felony, or have you received deferred prosecution or adjudication or a similar disposition for a felony offense? ☐ Yes ☐ No

If yes, give details, when and where, and the final disposition of the case:_____

_____

Have you been arrested for any matter for which you are out on bail or on your own recognizance pending trial? ☐ Yes ☐ No

Have you ever initiated an act of violence in the workplace? ☐ Yes ☐ No

If yes, please explain:_____

## Educational Background

| | Elementary | High | College/Univ. | Graduate/Prof. |
|---|---|---|---|---|
| School name | | | | |
| Year completed (Circle) | 4 5 6 7 8 | 9 10 11 12 | 1 2 3 4 | 1 2 3 4 |
| Diploma/Degree | | | | |
| Describe course of study | | | | |
| Describe specialized training, apprenticeship, skills, and extra-curricular activities: | | | | |

## Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Attach additional pages, if necessary, to completely answer this section. **You must complete this section even if you are attaching a resume.**

| | | |
|---|---|---|
| **1** | Name of Employer | Telephone Number ( ) |
| | Address (Number, Street, City, State, Zip Code) | Employed (month/year) From To |
| | Type of Business | Salary/Wages Start Last |
| | Job Title and Nature of Work | Name of Supervisor |
| | | Reason for Leaving |
| **2** | Name of Employer | Telephone Number ( ) |
| | Address (Number, Street, City, State, Zip Code) | Employed (month/year) From To |
| | Type of Business | Salary/Wages Start Last |
| | Job Title and Nature of Work | Name of Supervisor |
| | | Reason for Leaving |
| **3** | Name of Employer | Telephone Number ( ) |
| | Address (Number, Street, City, State, Zip Code) | Employed (month/year) From To |
| | Type of Business | Salary/Wages Start Last |
| | Job Title and Nature of Work | Name of Supervisor |
| | | Reason for Leaving |

| | | |
|---|---|---|
| 4 | Name of Employer | Telephone Number<br>( ) |
| | Address (Number, Street, City, State, Zip Code) | Employed (month/year)<br>From To |
| | Type of Business | Salary/Wages<br>Start Last |
| | Job Title and Nature of Work | Name of Supervisor |
| | | Reason for Leaving |

## Unemployment

List below any gaps in employment of one month or more, other than school and military service.

| From (month/year) | To (month/year) | Reason |
|---|---|---|
| | | |
| | | |
| | | |

## Special Skills and Qualifications

Summarize any special training, skills, computer systems and programs, and qualifications acquired from employment or other experience:_____

## Personal References

List three references who are not related to you and are not previous employers:

Name and Occupation Address Phone Number

(1) _____

(2) _____

(3) _____

## Additional Information

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

**OFFICE**
- ☐ Office Manager
- ☐ Bookkeeper
- ☐ Accounts Receivable
- ☐ Accounts Payable
- ☐ Payroll Clerk
- ☐ Benefits Clerk
- ☐ Tag/Title Clerk
- ☐ Warranty Clerk
- ☐ Data Entry
- ☐ Cashier
- ☐ Biller

**SALES/LEASING**
- ☐ Sales Manager
- ☐ Salesperson (New Car)
- ☐ Salesperson (Used Car)
- ☐ Salesperson (Truck)
- ☐ F & I Manager
- ☐ Leasing Manager
- ☐ Fleet Manager
- ☐ Truck Manager
- ☐ Used Car Manager
- ☐ New Car Manager

**SERVICE AND REPAIR**
- ☐ Service Manager
- ☐ Service Writer/Advisor
- ☐ Dispatcher
- ☐ Shop Foreman
- ☐ Mechanic/Technician
- ☐ Electrician
- ☐ Helper
- ☐ Painter
- ☐ Body Repair
- ☐ Detailer
- ☐ Lot Attendant

**PARTS**
- ☐ Parts Manager
- ☐ Parts Counter
- ☐ Parts Stocker
- ☐ Parts Driver

State any additional information you feel may be helpful to us in considering your application: