



**APPLICATION
FOR
EMPLOYMENT**

Name: _____

Position Applying For: _____

Date: ____/____/____

EQUAL OPPORTUNITY EMPLOYER

CITY GARAGE IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS ARE NOT
REQUIRED TO PROVIDE ANY INFORMATION PROHIBITED BY LAW.
OUR EMPLOYMENT POLICIES AND PRACTICES ARE NON-DISCRIMINATORY
REGARDING RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, HANDICAPPED
OR DISABLED VETERAN STATUS.

NAME:	(Last)	(First)	(Middle)	SOCIAL SECURITY NO.:
ADDRESS:	(Street)	(City)	(State)	(Zip)
				PHONE NO.: ()

EMAIL ADDRESS:

PERSONAL	ARE YOU AT LEAST 18 YEARS OLD? _____ YES _____ NO
	HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____ YES _____ NO
	DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UNITED STATES? _____ YES _____ NO
	INDICATE TYPE OF VISA: _____
	HAVE YOU EVER BEEN KNOWN BY ANY OTHER LAST NAME? _____ NO _____ YES, NAME: _____
	HOW SOON AFTER ACCEPTING AN OFFER WOULD YOU BE ABLE TO START? _____
	PERSONAL INTERESTS (i.e., Hobbies, Sports, Extra-Curricular Activities) _____

EDUCATION	HIGH SCHOOL	NAME:	GRADUATED? _____ YES _____ NO OR HIGHEST LEVEL _____	
		LOCATION:	DATES ATTENDED FROM: Mo. _____ Yr. _____ TO: Mo. _____ Yr. _____	
	UNIVERSITY UNDERGRADUATE (Transcript Desired)	NAME:	GRADUATED? _____ YES _____ NO OR HIGHEST LEVEL _____ DATE: _____	
		LOCATION:	DATES ATTENDED FROM: Mo. _____ Yr. _____ TO: Mo. _____ Yr. _____	
		DEGREE OR CERTIFICATE:	MAJOR & MINOR COURSE OF STUDY:	GPA OVERALL/MAJOR

EDUCATION	OTHER, TRADE, TECHNICAL, MILITARY	NAME:	DATES ATTENDED FROM: Mo. _____ Yr. _____ TO: Mo. _____ Yr. _____
		LOCATION:	DATES ATTENDED: FROM: Mo. _____ Yr. _____ TO: Mo. _____ Yr. _____
	DEGREE OR CERTIFICATE:	MAJOR & MINOR COURSE OF STUDY:	GPA OVERALL/MAJOR

LICENSE	YOU ARE REQUIRED TO TEST DRIVE CUSTOMER VEHICLES, USE YOUR PERSONAL OR COMPANY VEHICLE TO CONDUCT COMPANY BUSINESS, THEREFORE YOU WILL NEED A VALID TEXAS DRIVER'S LICENSE.
	DO YOU HAVE A VALID TEXAS DRIVER'S LICENSE? _____ YES _____ NO IF YES, INDICATE _____ (NUMBER)
	DO YOU HAVE AUTOMOBILE LIABILITY INSURANCE? _____ YES _____ NO

EXPERIENCE	START WITH PRESENT OR MOST RECENT EMPLOYER: - IF YOU HAVE A CURRENT RESUME', PLEASE ATTACH		
	COMPANY NAME:	ADDRESS:	PHONE:
	DATES EMPLOYED:	POSITION HELD/RESPONSIBILITIES:	
	REASON FOR LEAVING		NAME OF SUPERVISOR:
	COMPANY NAME:	ADDRESS:	PHONE:
	DATES EMPLOYED:	POSITION HELD/RESPONSIBILITIES:	
	REASON FOR LEAVING		NAME OF SUPERVISOR:
	COMPANY NAME:	ADDRESS:	PHONE:
	DATES EMPLOYED:	POSITION HELD/RESPONSIBILITIES:	
	REASON FOR LEAVING		NAME OF SUPERVISOR:

WHAT OTHER EXPERIENCES, SKILLS OR TRAINING DO YOU HAVE WHICH YOU FEEL WOULD QUALIFY YOU TO WORK FOR CITY GARAGE?

MILITARY	WERE YOU IN THE ARMED FORCES?	BRANCH OF SERVICE:	RESERVE STATUS:	SUMMER CAMP. REQ'D
	_____ ACTIVE _____ INACTIVE _____			
DATE OF ENTRY:	STARTING RANK:	DATE OF DISCHARGE:	RANK AT DISCHARGE:	

MEDICAL	DO YOU HAVE ANY PHYSICAL CONDITION WHICH MAY LIMIT YOUR ABILITY TO PERFORM THE JOB APPLIED FOR? _____ YES _____ NO
	IF YES, EXPLAIN: _____
	QUALIFIED HANDICAPPED APPLICANTS ARE INVITED TO VOLUNTARILY IDENTIFY THEMSELVES

CERTIFICATIONS	ASE CERTIFICATION? _____ YES _____ NO LIST CERTIFICATION LEVELS: _____ _____	REFRIGERANT RECOVERY & RECYCLING CERTIFICATE: _____ YES _____ NO OTHER CERTIFICATIONS: _____ OTHER TRAINING: _____ _____
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IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF CITY GARAGE AND UNDERSTAND THAT MY EMPLOYMENT BY THE COMPANY MAY BE TERMINATED FOR ANY REASON THAT IS NOT PROHIBITED BY LAW. I UNDERSTAND THAT NO MANAGER OR ANY REPRESENTATIVE OF CITY GARAGE, OTHER THAN THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING. I UNDERSTAND THAT I AM PROHIBITED FROM RELEASING TO ANY OTHER PARTY ANY INFORMATION WHATSOEVER ABOUT CITY GARAGE WHICH IS OF A CONFIDENTIAL NATURE OR WHICH COULD BE DEEMED TO CONSTITUTE A "TRADE SECRET" OR FROM USING, IN ANY MANNER WHATSOEVER, INFORMATION WHICH IS CONFIDENTIAL, PROPRIETARY, OR PRIVILEGED, WHETHER FOR PERSONAL BENEFIT OR GAIN, OR FOR THAT OF ANY OTHER PERSON. ANY INFORMATION, WHICH HAS NOT BEEN DISCLOSED PUBLICLY IN WRITING, WILL BE TREATED AS CONFIDENTIAL.

I DECLARE MY ANSWERS TO THE QUESTIONS ON THIS APPLICATION ARE TRUE, AND GIVE CITY GARAGE AND ITS AFFILIATES THE RIGHT TO INVESTIGATE ALL INFORMATION GIVEN AND TO SECURE ADDITIONAL INFORMATION, IF NECESSARY. I UNDERSTAND THAT AN INVESTIGATIVE REPORT MAY BE MADE WHEREBY INFORMATION IS OBTAINED THROUGH PERSONAL INTERVIEWS WITH THIRD PARTIES, SUCH AS FAMILY MEMBERS, BUSINESS ASSOCIATES, FINANCIAL SOURCES, FRIENDS, NEIGHBORS OR OTHERS WITH WHOM I AM ACQUAINTED. I UNDERSTAND THAT THIS INQUIRY INCLUDES INFORMATION AS TO MY CHARACTER, GENERAL REPUTATION, AND/OR PERSONAL CHARACTERISTICS. WHICHEVER MAY BE APPLICABLE. THIS INFORMATION MAY INCLUDE, BUT IS NOT LIMITED TO VERIFICATION OF PREVIOUS EMPLOYMENT AND EMPLOYMENT REFERENCES, VERIFICATION OF EDUCATION INCLUDING REQUESTS FOR TRANSCRIPTS, CREDIT REPORTS, MOTOR VEHICLE DRIVING RECORDS AND CRIMINAL REPORTS, ETC. I HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN A REASONABLE PERIOD OF TIME FOR A COMPLETE AND ACCURATE DISCLOSURE OF ADDITIONAL INFORMATION CONCERNING THE NATURE AND SCOPE OF THE INVESTIGATION. IN ACCORDANCE WITH THE LAW, I HEREBY RELEASE CITY GARAGE, ITS EMPLOYEES, AGENTS AND AFFILIATES, AND ALL OTHER PERSONS, COMPANIES OR CORPORATIONS FROM ALL LIABILITY OR RESPONSIBILITY FOR ANY DAMAGE THAT MAY ARISE FROM SUCH AN INVESTIGATION OR THE FURNISHING OF INFORMATION PURSUANT THERETO.

I FURTHER UNDERSTAND THAT ANY MISLEADING OR INCORRECT STATEMENTS OR THE INCOMPLETE FILLING OUT OF THE APPLICATION MAY RENDER THIS APPLICATION VOID AND, IF EMPLOYED, MAY BE CAUSE FOR IMMEDIATE DISCHARGE.

Signature of Applicant

Date