



# Employment Application

## Personal Data

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

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Position Applying For: \_\_\_\_\_ Salary Desired \_\_\_\_\_ Date You Can Start \_\_\_\_\_

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Social Security Number: \_\_\_\_\_ Currently Employed?  Yes  No

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Address: \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

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Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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Do you have a valid driver's license?  Yes  No License No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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Do you have adequate transportation to and from work?  Yes  No

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Have you been cited for a traffic violation of any kind within the last THREE years?  Yes  No  
**If yes, please give date and details:**

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Who were you referred by?

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## Education

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Circle highest school grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

High School Diploma or GED  Yes  No Name of high School attended: \_\_\_\_\_

Name, location, and dates of any vocational school or training:

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List any certificates, degrees or special diplomas earned: \_\_\_\_\_

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\_\_\_\_\_

## Record of Previous Employment

Please list the names of your previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If you were self-employed, give the business name and supply business references. Attach extra pages if necessary.

Present or Last Employer	Employed	Salary	Your Title or Position	Reason for Leaving
	From (mo./yr.)	Start \$		
Address				
City, State, Zip	To (mo./yr.)	Final	Name of Last Supervisor	
Telephone		\$		
Previous Employer	Employed	Salary	Your Title or Position	Reason for Leaving
	From (mo./yr.)	Start \$		
Address				
City, State, Zip	To (mo./yr.)	Final	Name of Last Supervisor	
Telephone		\$		
Previous Employer	Employed	Salary	Your Title or Position	Reason for Leaving
	From (mo./yr.)	Start \$		
Address				
City, State, Zip	To (mo./yr.)	Final	Name of Last Supervisor	
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Previous Employer	Employed	Salary	Your Title or Position	Reason for Leaving
	From (mo./yr.)	Start \$		
Address				
City, State, Zip	To (mo./yr.)	Final	Name of Last Supervisor	
Telephone		\$		
Previous Employer	Employed	Salary	Your Title or Position	Reason for Leaving
	From (mo./yr.)	Start \$		
Address				
City, State, Zip	To (mo./yr.)	Final	Name of Last Supervisor	
Telephone		\$		
Previous Employer	Employed	Pay	Your Title or Position	Reason for Leaving
	From (mo./yr.)	Start \$		
Address				
City, State, Zip	To (mo./yr.)	Final	Name of Last Supervisor	
Telephone		\$		

## References

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List professional references who are familiar with the quality of your work, have worked directly with you, and have known you for at least two years.

Name	Occupation	Address	Telephone	Years Known

## Additional Information

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Have you ever been terminated or asked to resign from any job?       Yes       No  
If yes, explain the circumstances:

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Please explain any gaps in your employment history:

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May we contact your most current employer?       Yes       No

Have you ever pled guilty or "no contest" to, or been convicted of a misdemeanor or felony?       Yes       No  
If yes, give details and dates of each:

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Have you been arrested for any matter for which you are out on bail or on your own recognizance pending trial?

Yes       No

## Experience

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

Administration	Sales	Production	Other
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Salesperson Retail	<input type="checkbox"/> Apprentice Helper	<input type="checkbox"/> Shop Manager
<input type="checkbox"/> Bookkeeper	<input type="checkbox"/> Salesperson Service	<input type="checkbox"/> Suspension & Steering	<input type="checkbox"/> Service Manager
<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Salesperson Wholesale	<input type="checkbox"/> Wheel Alignment	<input type="checkbox"/> Service Writer/Advisor
<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Department Sales Manager	<input type="checkbox"/> Drivability	<input type="checkbox"/> Shop Foreman
<input type="checkbox"/> Payroll Clerk	<input type="checkbox"/> Regional Sales Manager	<input type="checkbox"/> Cooling Systems	<input type="checkbox"/> Production Manager
<input type="checkbox"/> Warranty Clerk	<input type="checkbox"/> Leasing Manager	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Department Manager
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Salesperson (New Car)	<input type="checkbox"/> ABS Brakes	<input type="checkbox"/> Parts Manager
<input type="checkbox"/> Cashier	<input type="checkbox"/> Salesperson (Used Car)	<input type="checkbox"/> Air Bag Systems	<input type="checkbox"/> Parts Counter Person
<input type="checkbox"/> Job Costing	<input type="checkbox"/> Phone Sales	<input type="checkbox"/> Exhaust Systems	<input type="checkbox"/> Inventory Control
<input type="checkbox"/> Receptionist	<input type="checkbox"/> Customer Service Representative	<input type="checkbox"/> Automotive Electrical	<input type="checkbox"/> Purchasing Agent
<input type="checkbox"/> Insurance Claims		<input type="checkbox"/> Maintenance	<input type="checkbox"/> Advertising/Marketing
<input type="checkbox"/> Word Processing		<input type="checkbox"/> Lube Oil & Filter	
<input type="checkbox"/> Computer Accounting		<input type="checkbox"/> Drivability	
<input type="checkbox"/> Financial Statements		<input type="checkbox"/> Fluid Flushing	
<input type="checkbox"/> Financial Analysis		<input type="checkbox"/> Wheel Balancing	
<input type="checkbox"/> Real Estate			
<input type="checkbox"/> Tax Returns			

Remarks and Special Qualifications: (Please include any computer systems and programs with which you are familiar.)

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I hereby state that all the information that I provided on this application is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

1. How well do you feel you handle constructive criticism?

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2. What is your opinion of the Automotive Repair Industry?

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3. What do you feel is your best attribute?

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4. What areas do you feel need development?

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5. Describe an instance where you had to utilize conflict management skills to deal with an irate customer. What were they upset about and how did you resolve the situation?

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6. What are your career goals?

- a. Short Term Goals? \_\_\_\_\_
- b. Mid-term goals? \_\_\_\_\_
- c. Long Term Goals? \_\_\_\_\_

7. How would your current or last place of employment describe you as a worker?

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8. What do you like the most about your current place of employment?

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9. What do you dislike about your current place of employment?

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10. What are you looking for in an employer?

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Please fill out as much as possible, so we may have a good understanding of your skills. Don't feel like you should have to be proficient in all of the skills, as we use this information to identify skills sets as well as for planning training needs.

	Competency	TASK	Cannot complete	Can complete with supervision	Can complete with very little supervision	Can complete on their own
<b>MECHANICAL AND ELECTRICAL COMPONENTS</b>						
	Suspension and Steering	1. Identify suspension system fasteners that should not be reused.				
	"	2. Inspect and replace rack and pinion steering gear, inner tie rod ends, and bellows boots.				
	"	3. Inspect alignment, adjust tension, and replace power steering pump belts.				
	"	4. Remove and replace power steering pump; inspect pump mounts.				
	"	5. Inspect and replace power steering hoses and fittings.				
	"	6. Remove and replace power steering gear (non-rack and pinion type).				
	"	7. Remove and replace power rack and pinion steering gear; inspect and replace mounting bushings and brackets; ensure proper mounting location.				
	"	8. Inspect and adjust (where applicable) steering linkage geometry (attitude/parallelism).				
	"	9. Inspect and replace pitman arm.				
	"	10. Inspect and replace relay (center link/intermediate) rod.				
	"	11. Remove and replace idler arm and mountings.				
	"	12. Remove and replace tie rod sleeves, clamps, and tie rod ends.				
	"	13. Remove and replace steering linkage damper.				
	"	14. Remove and replace upper and lower control arms.				
	"	15. Remove and replace upper and lower control arm bushings, shafts and rebound bumpers.				
	"	16. Remove and replace upper and lower ball joints.				
	"	17. Remove and replace steering knuckle/spindle/hub assemblies.				
	"	18. Remove and replace front suspension system coil springs and spring insulators (silencers).				
	"	19. Inspect, replace, adjust front suspension system torsion bars, and inspect mounts.				
	"	20. Inspect and replace stabilizer bar bushings, brackets, and links.				
	"	21. Inspect and replace MacPherson strut cartridge or assembly, upper bearing, and mount.				
	"	22. Remove and replace rear suspension system coil springs and spring insulators (silencers).				
	"	23. Inspect, remove, and replace rear suspension system transverse links, control arms, stabilizer bars, bushings, and mounts.				
	"	24. Inspect, remove, and replace rear suspension system leaf spring(s), leaf spring insulators (silencers), shackles, brackets, bushings, and mounts.				
	"	25. Inspect rear axle assembly for damage and misalignment.				
	"	26. Inspect and replace shock absorbers.				
	"	27. Inspect and replace air shock absorbers, load-leveling devices, air springs, and associated lines and fittings.				
	"	28. Diagnose, inspect, adjust, repair or replace components of electronically-controlled suspension systems.				
	"	29. Measure vehicle ride height; determine needed repairs.				
	"	30. Remove, replace, and align front and rear frame (cradles/stub).				
	"	31. Diagnose steering column damage, looseness, and binding problems (including tilt mechanisms); determine needed repairs.				
	"	32. Inspect and replace steering shaft U-joint(s), flexible coupling(s), collapsible columns, and steering wheels.				
	"	33. Diagnose manual and power steering gear (non-rack and pinion type) noises, binding, uneven turning effort, looseness, hard steering, and fluid leakage problems; determine needed repairs.				
	"	34. Diagnose power rack and pinion steering gear noises, vibration, looseness, hard steering, and fluid leakage problems, ensure proper mounting location; determine needed repairs.				
	"	35. Diagnose non-MacPherson front and rear suspension system noises and body sway problems; determine needed repairs.				
	"	36. Diagnose MacPherson strut suspension system noises and body sway problems; determine needed repairs.				
	"	37. Diagnose vehicle wandering, pulling, hard steering, bump steering, memory steering, torque steering, and steering return problems; determine needed repairs.				
	"	38. Adjust front and rear wheel camber on suspension systems with camber adjustments.				
	"	39. Check front and rear wheel camber on adjustable and non-adjustable suspension systems; determine needed repairs.				
	"	40. Adjust caster on suspension systems with caster adjustments.				
	"	41. Check caster on adjustable and non-adjustable suspension systems; determine needed repairs.				
	"	42. Check and adjust front wheel toe; determine need repairs.				
	"	43. Center steering wheel.				
	"	44. Identify toe-out-on-turns (turning radius) related problems; determine needed repairs.				
	"	45. Identify SAI (steering axis inclination)/KPI (king pin inclination) related problems; determine needed repairs.				
	"	46. Check rear wheel toe; determine needed adjustment or repair.				
	"	47. Identify thrust angle related problems; determine needed repairs.				
	"	48. Check for front wheel setback; determine needed repairs.				
	"	49. Diagnose tire wear patterns; determine needed repairs.				
	"	50. Inspect tires, identify direction of rotation, and location; check and adjust air pressure.				
	"	51. Diagnose wheel/tire vibration, shimmy, and tramp (wheel hop) problems; determine needed repairs.				
	"	52. Measure wheel, tire, axle, and hub runout; determine needed repairs.				
	"	53. Diagnose tire pull (lead) problems; determine corrective actions.				
	"	54. Reinstall wheels and torque lug nuts according to manufacturer's specifications.				
	Electrical	1. Check voltages in electrical wiring circuits with a DVOM (digital volt ohmmeter).				
	"	2. Check continuity and resistance in electrical wiring circuits and components with a DVOM (digital volt ohmmeter).				
	"	3. Using a DVOM (digital volt ohmmeter), repair electrical circuits, wiring, and connectors according to manufacturer's specifications.				

	Competency	TASK	Cannot complete	Can complete with supervision	Can complete with very little supervision	Can complete on their own
""		4. Inspect, test, and replace fusible links, circuit breakers, and fuses.				
""		5. Perform battery state-of-charge test; determine needed service.				
""		6. Inspect, clean, and replace battery.				
""		7. Dispose of batteries and battery acid according to local, state, and federal requirements.				
""		8. Perform slow/fast battery charge in accordance with manufacturer's recommendations.				
""		9. Identify programmable electrical/electronic components; record data for reprogramming before disconnecting battery.				
""		10. Inspect, clean, and repair or replace battery cables, connectors, and clamps.				
""		11. Inspect alignment, adjust, and replace generator (alternator) driver belts, pulleys, and fans.				
""		12. Remove and replace generator (alternator).				
""		13. Remove and replace head lamp/light, parking/tail lamp/light, stop lamp/light, flashers, turn-signals, and backup lamp/light; check operation.				
""		14. Inspect, replace, and aim head lamp/light bulbs.				
""		15. Check operation of retractable head lamp/light assembly.				
""		16. Remove and replace motors, switches, relays, connectors, and wires of retractable head lamp/light assembly circuits.				
""		17. Inspect, test, and repair or replace switches, relays, bulbs, sockets, connectors, and wires of all light circuits including four-wire tail lamp/light systems.				
""		18. Remove and replace horn(s); check operation.				
""		19. Check operation of windshield wiper/washer system.				
""		20. Check operation of power side windows and power tail-gate window.				
""		21. Remove and replace power seat, motors, linkages, cables, etc.; check operation.				
""		22. Remove and replace components of electric door and hatch/trunk lock; check operation.				
""		23. Remove and replace components of keyless lock/unlock devices and alarm systems; check operation.				
""		24. Remove and replace components of electrical sunroof and convertible top; check operation.				
""		25. Check operation of electrically heated mirrors, windshields, back lights, panels, etc.; repair as necessary.				
""		26. Remove and replace components of power antenna circuits; check operation.				
""		27. Demonstrate the proper self-grounding procedures for handling electrical components.				
	Brakes	1. Inspect brake lines and fittings for leaks, dents, kinks, rust, cracks or wear; tighten loose fittings and supports; replace brake lines (double flare and ISO types), hoses, fittings, and supports.				
""		2. Inspect flexible brake hoses for leaks, kinks, cracks, bulging or wear; remove and replace hoses; tighten loose fittings and supports.				
""		3. Select, handle, store, and install brake fluids; dispose of per federal, state, and local regulations.				
""		4. Bleed (manual, pressure, vacuum or surge) and/or flush hydraulic brake system in accordance with manufacturer's procedures.				
""		5. Pressure test brake hydraulic system; determine needed repair.				
""		6. Adjust brake shoes; remove and reinstall brake drums or drum/hub assemblies and wheel bearings.				
""		7. Reinstall wheel and torque lug nuts according to manufacturer's specifications.				
""		8. Remove and reinstall caliper assembly.				
""		9. Clean and inspect caliper mountings for wear and damage.				
""		10. Check parking brake system operation.				
""		11. Identify and replace ABS wheel speed sensor components according to manufacturer's specifications.				
""		12. Depressurize ABS hydraulic system according to manufacturer's procedures.				
""		13. Identify the proper procedures for handling brake dust.				
""		14. Check for bent or damaged brake system components.				
	Heating and Air Conditioning	1. Identify and comply with environmental concerns relating to refrigerants and coolants.				
""		2. Maintain and verify correct operation of certified refrigerant recovery and recharging equipment.				
""		3. Locate and identify A/C system service ports.				
""		4. Identify and recover refrigerant from A/C system.				
""		5. Recycle refrigerant in accordance with EPA regulations.				
""		6. Label and store refrigerant.				
""		7. Test recycled refrigerant for non-condensable gases.				
""		8. Evacuate A/C system; check for leaks.				
""		9. Recharge A/C system with refrigerant; perform leak test.				
""		10. Identify oil type and maintain correct amount in A/C system according to manufacturer's specifications.				
""		11. Inspect, adjust, and replace A/C compressor drive belts; check pulley alignment.				
""		12. Remove and replace A/C compressor; inspect, repair or replace A/C compressor mountings.				
""		13. Inspect, repair or replace A/C system mufflers, hoses, lines, fittings, and seals.				
""		14. Inspect A/C condenser for air flow restrictions; clean and straighten fins.				
""		15. Inspect, test, and replace A/C system condenser and mountings.				
""		16. Inspect and replace receiver/drier or accumulator/drier.				
""		17. Inspect and replace evaporator.				
""		18. Inspect and repair evaporator housing water drain.				
""		19. Inspect, test, repair or replace heating, ventilating, and A/C vacuum components.				
""		20. Inspect and repair A/C component wiring.				
""		21. Inspect, test, and repair heating, ventilating and A/C ducts, doors, hoses, and outlets.				
	Cooling Systems	1. Inspect and replace engine cooling and heater system hoses and belts.				
""		2. Inspect, remove, and replace radiator, pressure cap, coolant recovery system, and water pump.				
""		3. Remove and replace thermostat, by-pass, and housing.				

	Competency	TASK	Cannot complete	Can complete with supervision	Can complete with very little supervision	Can complete on their own
	"	4. Recover, refill, and bleed system with proper coolant and check level of protection; leak test system and dispose of materials in accordance with EPA specifications.				
	"	5. Remove and replace fan (both electrical and mechanical), fan pulley, fan clutch, and fan shroud.				
	"	6. Inspect, remove, and replace auxiliary oil coolers; check oil levels.				
	"	7. Inspect, remove, and replace electric fan sensors; check operation.				
	Drive Train	1. Remove, replace, and adjust shift or clutch linkage as required.				
	"	2. Remove, replace, and adjust cables or linkages for throttle valve (TV), kickdown, and accelerator pedal.				
	"	3. Remove and replace electronic sensors, wires, and connectors.				
	"	4. Remove and replace powertrain assembly; inspect, replace, and align powertrain mounts.				
	"	5. Remove and replace front and/or rear drive axle assembly.				
	"	6. Measure and/or adjust half shaft position/angle.				
	"	7. Remove, inspect, and replace front-drive half shafts and axle constant velocity joints (CV).				
	"	8. Inspect, remove, and replace front and rear drive shafts and universal joints.				
	Fuel, Intake and Exhaust Systems	1. Remove, inspect, and replace exhaust pipes, mufflers, converters, resonators, tail pipes, and heat shields.				
	"	2. Remove, inspect, and replace fuel tank, fuel tank filter, fuel cap, fuel filler hose, quarter to body seal, and inertia switch; inspect and replace fuel lines and hoses; check fuel for contaminants.				
	"	3. Remove, inspect, and replace components of air injection systems.				
	"	4. Remove, inspect, and replace canister, filter, vent, and purge lines of fuel vapor control systems.				
	Other Skills	1. Perform cooling system flushes				
	"	2. Perform brake system flushes				
	"	3. Perform power steering flushes				
	"	4. Perform wheel alignments				
	"	5. Perform Motor Vac injector clean services				
	"	6. Tire mounting and balancing				
	"	7. Timing belt replacement				
	"	8. Valve cover gasket replacement				
	"	9. Oil pan replacement				
	"	10. Transmission pan replacement				
	"	11. Intake manifold R&I and replacement				
	"	12. Spark plug and wire replacement				
	"	13. Cap and rotor replacement				
	"	14. Ignition coil replacement				
	Computer Resources					
	"	1. Able to effectively use Data provider services such as Alldata and Mitchell On-Demand				
	"	2. Able to effectively utilize scan tools				