

HIGHLINE

AutoLeases

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE PAGES 1 - 4

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone (____) _____

Birthdate: _____

Position applied for (1) _____
and salary desired (2) _____

Days/hours available to work

No Pref _____ Thur _____
Mon _____ Fri _____
Tue _____ Sat _____
Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired ☐ FULL-TIME ONLY ☐ PART-TIME ONLY ☐ FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ☐ No ☐ Yes

If yes, please explain. _____

DO YOU HAVE A DRIVER'S LICENSE? ☐ Yes ☐ No

What is your means of transportation to work? _____

Driver's License Number _____ State of issue _____ ☐ Operator ☐ Commercial (CDL) ☐ Chauffeur
Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

Please list two references other than relatives or previous employers.

Name _____

Position _____

Company _____

Address _____

Telephone () _____

Name _____

Position _____

Company _____

Address _____

Telephone () _____

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?

☐ Yes

☐ No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?

☐ Yes

☐ No

Specialty _____ Date Entered _____ Discharge Date _____

**Work
Experience**

Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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May we contact your present employer? ☐ Yes ☐ No

Did you complete this application yourself ☐ Yes ☐ No

If not, who did? _____

AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)

I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with Highline Autohaus Inc. creates an actual or implied contract of employment. I understand that, if I accept employment with Highline Autohaus Inc., it will be on an at-will basis. This means that either Highline Autohaus Inc. or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by Highline Autohaus Inc. I release Highline Autohaus Inc. and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize Highline Autohaus Inc. to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release Highline Autohaus Inc. and its employees from all liability arising from such investigation.

Signature of applicant _____ Date: _____

Highline Autohaus Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Highline Autohaus Inc. depends solely on your qualifications.

HIGHLINE
— *Autohaus* —