

# Star Collision

## Star of Rockford



# APPLICATION FOR EMPLOYMENT

Name:	Date:
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## Personal Information

Full Name:		Social Security Number:	
Address Street:		City:	State/Zip:
E-mail Address:			
Home Phone Number:	Alternate Phone Number:	Are you 18 years of age?	If minor, do you have a work permit?
Have you ever worked for or applied at Star Collision or Star of Rockford location before? If so, which one(s)?			
How did you find us?	What hours are you available to work? Mon. – Fri. _____ Saturday _____		Are you available to work overtime?
Have you ever been convicted of a crime, other than a minor traffic violation? If yes, list all convictions, stating dates, nature of offenses and where convicted (include military convictions): <b>A CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT</b>			
Positions applied for:		Salary/Rate Expected:	Date you can start:
Position you are applying for:			

## EDUCATION AND TRAINING

Type of School	Name of School, City and State	Major or field studied	Degree earned	GPA
List High School or College activities, honors, organizations, and offices held (do not include military, racial, religious or nationality groups):				
Vocational or Trade Training:		Professional Licenses:		

List any software programs you have used:	Do you speak any languages besides English?
Please check all skills and list where obtained:	
<input type="checkbox"/> Typing <input type="checkbox"/> 10-key <input type="checkbox"/> Phone Reception <input type="checkbox"/> Customer Service <input type="checkbox"/> Accounting <input type="checkbox"/> H.R. <input type="checkbox"/> Sales <input type="checkbox"/> Training <input type="checkbox"/> Machine Operation <input type="checkbox"/> Metal Work <input type="checkbox"/> Frame Work <input type="checkbox"/> Mechanical Work <input type="checkbox"/> Paint Prep <input type="checkbox"/> Paint <input type="checkbox"/> Alignment <input type="checkbox"/> Welding <input type="checkbox"/> Glass <input type="checkbox"/> A/C <input type="checkbox"/> Upholstery <input type="checkbox"/> Detailing <input type="checkbox"/> Polishing <input type="checkbox"/> Estimating <input type="checkbox"/> Parts and Inventory Control <input type="checkbox"/> Other(s): _____	

<b>EMPLOYMENT HISTORY</b>		
List your places of employment including temporary and permanent positions. Begin with your most recent or current employer. Be sure to list phone numbers.		
<b>MAY WE CONTACT YOUR PRESENT EMPLOYER AT THIS TIME?</b> <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>		
Dates of employment: to	Company name and address:	Phone #:
Job Title:	Reason for Leaving:	Ending Salary / Rate:
Briefly list job responsibilities, specific accomplishments, and/or contributions:		
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Job Title:	Reason for Leaving:	Ending Salary / Rate:
Briefly list job responsibilities, specific accomplishments, and/or contributions:		

**REFERENCES**

Name:	Name:
Occupation:	Occupation:
Telephone Number:	Telephone Number:



**Disclosure and Authorization**

Notice to all applicants: Federal law prohibits the employment of unauthorized aliens. All persons hired must submit proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the time period will result in immediate termination. An offer of employment made to you is contingent on your submission of satisfactory proof of your identity and legal authorization to work in the United States.

By signing the authorization for employment, I certify that I have read and understand all parts of it and that I have truthfully and completely answered all questions. I understand that falsification of any of the information given here or on any other employment form is grounds for refusal to hire and, if hired, for immediate termination, regardless of when such falsification may be discovered. I agree that Star Collision or Star of Rockford (the "company") will not be liable in any respect if my employment is terminated because of any such false statements or omissions.

I authorize the Company and its representatives to investigate my education, employment experience, criminal conviction records, motor vehicle records, and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. I understand the Company may contact the appropriate credit bureau to obtain an investigative consumer report providing information about my character. I understand I may request (in writing and from the Human Resources Department) a complete and accurate disclosure of information concerning the nature of this report. I also release the Company and its representatives, as well as any person to whom such inquiry is directed, from any liability arising directly or indirectly from any such investigations.

I understand my employment with the Company is for no definite length of time. I understand my employment may be terminated at any time, with or without cause, at the option of either the Company or myself. I understand that no employee or representative of the Company has any authority to make any agreement which is contrary to the foregoing. If accepted for employment, I agree to comply with all company policies and procedures, and with rules and regulations made known at the time of employment or any other time thereafter, and to perform all duties assigned to me to the best of my ability.

I understand and agree that, in considering my eligibility for employment, the Company may require me to undergo written aptitude and psychology testing, including drug testing. I further understand that, if employed, the company may, at its discretion and expense, and as a condition of continued employment, require me to submit to the above testing as well as alcohol blood and/or breathalyzer testing. In the same fashion, the Company may investigate my motor vehicle records, with a satisfactory record being a condition of continued employment. I specifically understand, agree and consent to be tested in the above manner and hold the testing agency/agencies, Star Collision, Star of Rockford, its agent, directors, officers and employees harmless from any and all liability in connection with the actual testing and the use of test results.

I acknowledge and admit that, from time to time, the Company may be required to submit certain information with regard to my employment or application and release from the Company, its agents, assigns, and organizational units, from any liability resulting from submission of such information.

I understand that the Company does not promote or endorse any employment agencies and will not be held responsible for any cost associated with such services, unless prior written agreements have been made by the Company.

In the event that I am employed by the Company, this employment application will constitute a full and complete statement of the terms and conditions of my employment and that no other contract of employment can be inferred to exist unless specifically agreed to in writing by the CEO or CFO of the company, and further, that I am aware of the consequences of signing this application.

Star Collision and Star of Rockford are an equal opportunity employer. All applicants for employment will be considered without regard to race, color, religion, sex, national origin, disability, or age (over the age of 40). This application will remain active for 45 days. After that time, it must be renewed by me if I wish to be reconsidered for employment.

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_