

APPLICATION FOR EMPLOYMENT

Position Desired: _____ ☐ Part time ☐ Full time Date _____

Name _____
(Print) Last First Middle

Present Address _____
Street and Number City State Zip Code How long have you lived there? _____
Years Months

Previous Address _____
Street and Number City State Zip Code How long did you live there? _____
Years Months

Cellphone _____ Email _____

Telephone No. _____ Social Security No. _____

Are you legally authorized to work in the U.S.? ☐ Yes ☐ No

Have you ever worked for this Dealership before? ☐ Yes ☐ No

If Yes, please give dates and position: _____

Have you ever pled guilty, or no contest to, or been convicted of any misdemeanor or felony, including, but not limited to, driving under the influence or driving while intoxicated? ☐ Yes ☐ No

If Yes, please give the date(s) and details: _____

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

If Yes, please give the date(s) and details: _____

NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic citations and arrests or convictions which have been sealed or expunged in answering this question.)

DRIVING INFORMATION

Complete the following if applying for position which requires driving:

Do you have a current driver's license? ☐ Yes ☐ No

State _____ Lic. No.: _____ Expiration Date: _____

Has your driver's license ever been suspended or revoked? ☐ Yes ☐ No

If yes, please explain circumstances: _____

Do you have personal automobile insurance? ☐ Yes ☐ No

If no, please explain circumstances: _____

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Offense	Date	Location

(Do not include arrests or convictions which have been sealed or expunged in answering the above questions.)

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or 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 self-employed, give firm name and supply business references. (Add additional page if necessary)

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

Have you ever been terminated or asked to resign from any job for any reason? ☐ Yes ☐ No. If yes, please explain circumstances: _____

Please explain fully any gaps in your employment history: _____

May we contact your current employer: ☐ Yes ☐ No. If no, please explain: _____

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying: _____

Have you ever used another name? ☐ Yes ☐ No

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain: _____

If hired, can you furnish proof that you are over 18 years of age? ☐ Yes ☐ No

Are you mentally and physically able to perform the essential job duties required of the position for which you are applying with or without reasonable accommodation? ☐ Yes ☐ No

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

ADDITIONAL INFORMATION - Please indicate any actual experience you have in any of the following positions:

OFFICE	SALES/LEASING	SERVICE AND REPAIR	PARTS
☐ Office Manager	☐ Sales Manager	☐ Service Manager	☐ Parts Manager
☐ Bookkeeper	☐ Sales Person (New Car)	☐ Service Writer/Advisor	☐ Parts Counter
☐ Accounts Receivable	☐ Sales Person (Used Car)	☐ Dispatcher	☐ Parts Stocker
☐ Accounts Payable	☐ Sales Person (Truck)	☐ Shop Foreman	☐ Parts Driver
☐ Payroll Clerk	☐ F & I Manager	☐ Mechanic/Technician	
☐ Tag/Title Clerk	☐ Leasing Manager	☐ Electrician	
☐ Warranty Clerk	☐ Fleet Manager	☐ Helper	
☐ Data Entry	☐ Truck Manager	☐ Painter	
☐ Cashier	☐ Used Car Manager	☐ Body Repair	
		☐ Get Ready	

EDUCATION

School Name	Years Completed (Circle)	Diploma / Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
Elementary:	4 5 6 7 8			
High School:	9 10 11 12			
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
Trade or Correspondence:				
Other:				

PERSONAL REFERENCES

Please list persons who know you well -- not previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE.

Date _____

Signature of Applicant _____

We are an equal opportunity employer. All qualified applications will receive consideration for employment without regard to race, color, creed, religion, ancestry, sex, sexual orientation, gender identity, national origin, age, marital status, disability, veteran status or other legally protected characteristic. If you need assistance completing the application, please contact human resources for help.

APPLICANT'S STATEMENT & AGREEMENT

In the event of my employment to a position in this Dealership, I will comply with all rules and regulations of this Dealership. I understand that drug and alcohol testing will be done in compliance with the Dealership's policy. I understand that if I have questions, I may request a copy of the Dealership's policy on drugs and alcohol. I also understand that any offer of employment may be contingent upon the passing of a physical examination, performed by a doctor selected by the Dealership. I consent to the disclosure of the results of any physical examination and related tests to the Dealership. I also understand that I may be required to take other tests, such as personality and honesty tests, prior to employment and during my employment. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated. I understand that bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application will have to be completed.

I understand that the Dealership may investigate my driving record and my criminal record. I further understand that the Dealership may contact my previous employers and I authorize those employers to disclose to the Dealership all records and information pertinent to my employment with them in addition to authorizing the release of any information regarding my employment. I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to the Dealership, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide the Dealership with any pertinent information they may have about me.

I also acknowledge that the Company utilizes a system of alternative dispute resolution that involves binding arbitration to resolve all disputes that may arise out of the employment context. Because of the mutual benefits which private binding arbitration can provide both the Dealership and myself, both the Dealership and I agree that any claim, dispute, and/or controversy (including, but not limited to, any claims of discrimination and harassment, whether they be based on the "Oklahoma's Anti-Discrimination Act", Title VII of the Civil Rights Act of 1964, as amended, as well as all other state or federal laws or regulations) that either I or the Dealership (or its owners, directors, officers, managers, members, managing members, attorneys, employees, agents, and parties affiliated with its employee benefit and health plans) may have against the other that would otherwise require or allow resort to any court or other governmental dispute resolution forum that arises from, is related to, or has any relationship or connection whatsoever with my seeking employment with, employment by, or other association with the Dealership (whether based on tort, contract, statutory, or equitable law, or otherwise) shall be submitted to and determined **exclusively by binding arbitration** under the Federal Arbitration Act, in accordance with the rules of the American Arbitration Association. Both the Dealership and I agree that the sole exceptions to the requirement for binding arbitration shall be claims arising under the National Labor Relations Act which are brought before the National Labor Relations Board, claims for medical and disability benefits under Workers' Compensation, and Unemployment Compensation claims filed with the state. I understand that nothing in this Agreement precludes me from filing and pursuing claims for administrative remedies only before the U.S. Equal Employment Opportunity Commission, or similar state agencies. In addition to requirements imposed by law, any arbitrator herein shall be a retired Oklahoma District Court Judge and shall be subject to disqualification on the same grounds as would apply to a judge of such court. The Dealership further agrees to bear the cost of any forum fees associated with the arbitration, including the cost of the arbitrator's services, to the extent they exceed the costs which would be associated with filing and pursuing a claim in District Court. To the extent applicable in civil actions in United States District Courts, the following shall apply and be observed: all rules of pleading, discovery, and evidence (including the right to resolution of the dispute by means of motions for summary judgement and judgement on the pleadings). The employee acknowledges and agrees that the nature and scope of the employment encompasses interstate commerce such that the Federal Arbitration Act is applicable. Resolution to the dispute shall be based solely upon the law governing the claims and defenses pleaded, and the arbitrator may not invoke any basis (including but not limited to, notions of "just cause") other than such controlling law. The arbitrator shall have the immunity of a judicial officer from civil liability when acting in the capacity of an arbitrator, which immunity supplements any other existing immunity. Likewise, all communications during or in connection with the arbitration proceedings are privileged. As reasonably required to allow full use and benefit of this agreement, the arbitrator shall extend the times set for the giving of notices and setting of hearings. Awards shall include the arbitrator's written reasoned opinion and, at either party's written request within 10 days after issuance of the award, shall be subject to affirmation, reversal or modification, following review of the record and arguments of the parties by a second arbitrator who shall, as far as practicable, proceed according to the law and procedures applicable to appellate review by the Oklahoma State Supreme Court of a civil judgement following court trial. Should any term or provision, or portion thereof, be declared void or unenforceable, it shall be severed and the remainder of this agreement shall be enforceable. **I UNDERSTAND THAT BY VOLUNTARILY AGREEING TO THIS BINDING ARBITRATION PROVISION, BOTH I AND THE COMPANY GIVE UP OUR RIGHT TO TRIAL BY JURY. I ALSO AGREE TO PURSUE MY RIGHTS AND REMEDIES EXCLUSIVELY THROUGH BINDING ARBITRATION, INDIVIDUALLY, AND NOT AS A MEMBER OR REPRESENTATIVE OF A CLASS OR PARTY TO A COLLECTIVE ACTION UNLESS ALL PARTIES CONSENT TO CLASS ARBITRATION.**

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview, is true, complete and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false, omitted or incomplete in any respect, my employment may be terminated. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by the Dealership (employer) at any time and for any reason whatsoever, with or without good cause at the option of either the Dealership or myself. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the President of the Dealership (or majority owner or owners if Dealership is not a corporation). No supervisor or representative of the Dealership, other than the President of the Dealership (or majority owner or owners if Dealership is not a corporation), has the authority to make any agreements contrary to the foregoing. This agreement is the entire agreement between the Dealership and the employee regarding the rights of the Dealership or employee to terminate employment with or without good cause, and this agreement takes the place of all prior and contemporaneous agreements, representations, and understandings of the employee and the Dealership.

If you have any questions regarding this statement, please ask a Dealership representative before signing. I hereby acknowledge that I have read the above statements and understand the same.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT.

SIGNATURE OF APPLICANT

DATE