



Employment Application

An Equal Opportunity Employer

Qualified applicants are considered for all positions without regard to race, religion, color, religious creed (including religious dress and grooming practices), national origin or ancestry (including language use restrictions; undocumented immigrants with "AB 60" driver's licenses), physical or mental disability (including HIV and AIDS), medical condition (including cancer and genetic characteristics), genetic information, marital status, registered domestic partner status, gender (including gender identity, gender expression, sex stereotype, and transgender), age, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), OR any other criteria prohibited by applicable law.

This application is active for thirty days; consideration for employment after that period requires that you reapply.

Please Print

Date _____

Name: _____ Primary Telephone (____) _____

E-mail Address _____ Alternate Telephone (____) _____

Present Address _____

No. Street City State Zip

Permanent Address, if different from present address:

No. Street City State Zip

Will your education or employment records be under any other name? Yes___ No___

If yes, please enter here _____

If you have a preferred name/nickname, please enter here _____

Employment Desired

Position applying for: _____

Are you applying for:

Regular full-time work? Yes___ No___

Regular part-time work? Yes___ No___

Temporary work, e.g., summer or holiday work? Yes___ No___

What days and hours are you available to work? _____

If applying for temporary work, during what time will you be available?

From _____ To _____

Are you available for work on weekends? Yes___ No___

Are you available to work overtime, if necessary? Yes___ No___

If hired, on what date can you start work? _____



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Personal Information

Have you ever applied to or worked for Anaheim Hills Auto Body before? Yes ___ No ___

If yes, when? _____

Do you have any friends or relatives working for Anaheim Hills Auto Body? Yes ___ No ___

If yes, state names(s) and relationship(s) _____

Why are you applying for work at Anaheim Hills Auto Body?

Are you at least 18 years old? Yes ___ No ___

(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your legal right to work in this country? Yes ___ No ___

Are you able to perform the essential functions of the job for which you are applying without reasonable accommodation? Yes ___ No ___

(Note: Anaheim Hills Auto Body complies with the ADA and FEHA and considers reasonable accommodation measures that may be necessary for eligible and qualified applicants/employees to perform essential functions.)

Are you currently employed? Yes ___ No ___

If so, may we contact your current employer? Yes ___ No ___

Contact Information: Name: _____ Number: _____

Education, Training and Experience

School	Name and City/State	No. of Years Completed	Did You Graduate?	Degree or Diploma
High School			Yes No	
College or University			Yes No	
Vocational or Business			Yes No	
Other			Yes No	



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Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at Anaheim Hills Auto Body? If so, please explain.

If you are applying for a position requiring a license or certification:

Are you licensed /certified for the job applied for? Yes ___ No ___

Name of license/certification _____

Issuing State _____

License/Certification number _____ Expiration Date _____

Has your license/certificate ever been revoked or suspended? Yes ___ No ___

If yes, state reason(s) and date of revocation or suspension and date of reinstatement.

If you are applying for a position requiring a driver's license:

State _____ Number _____ Expiration Date _____

Has your license ever been revoked or suspended? Yes ___ No ___

If yes, state reason(s) and date of revocation or suspension and date of reinstatement.

Military Service

Have you obtained any special skills or abilities from service in the US military? Yes ___ No ___

If so, describe: _____



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Employment History

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). You must complete this section even if attaching a resume. If terminated from a position, please explain the circumstances. Account for all periods of unemployment.

NAME OF EMPLOYER _____

Address _____

No. Street City State Zip

Type of Business _____

Telephone (____) _____ Your Supervisor's Name _____

Your Position and Duties _____

Dates of Employment (month and year): From _____ To _____

Reason for Leaving: _____

NAME OF EMPLOYER _____

Address _____

No. Street City State Zip

Type of Business _____

Telephone (____) _____ Your Supervisor's Name _____

Your Position and Duties _____

Dates of Employment (month and year): From _____ To _____

Reason for Leaving: _____



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Employment History (Continued)

NAME OF EMPLOYER _____

Address _____

No. Street City State Zip

Type of Business _____

Telephone (____) _____ Your Supervisor's Name _____

Your Position and Duties _____

Dates of Employment (**month and year**): From _____ To _____

Reason for Leaving: _____

NAME OF EMPLOYER _____

Address _____

No. Street City State Zip

Type of Business _____

Telephone (____) _____ Your Supervisor's Name _____

Your Position and Duties _____

Dates of Employment (**month and year**): From _____ To _____

Reason for Leaving: _____



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References

List below three persons not related to you who have knowledge of your work performance within the last three years. These should be professional, not just personal references.

Name: _____

Address _____
No. Street City State Zip

Occupation: _____

Telephone (____) _____ Number of Years Acquainted _____

How are you acquainted? _____

Why did you select him/her as a reference for you? _____

Name: _____

Address _____
No. Street City State Zip

Occupation: _____

Telephone (____) _____ Number of Years Acquainted _____

How are you acquainted? _____

Why did you select him/her as a reference for you? _____

Name: _____

Address _____
No. Street City State Zip

Occupation: _____

Telephone (____) _____ Number of Years Acquainted _____

How are you acquainted? _____

Why did you select him/her as a reference for you? _____



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I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. **Initial Here** _____

I authorize Anaheim Hills Auto Body to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Anaheim Hills Auto Body any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. If offered a position with company name, I authorize Company name to complete necessary background checks. In addition, I hereby release Anaheim Hills Auto Body, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. **Initial Here** _____

I understand that Anaheim Hills Auto Body does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law. **Initial Here** _____

I understand that nothing contained in this application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Anaheim Hills Auto Body. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without cause and with or without prior notice, at the option of either myself or Anaheim Hills Auto Body, and that no promises or representations to the contrary are binding on Anaheim Hills Auto Body unless made in writing and signed by me and the Owner of Anaheim Hills Auto Body. **Initial Here** _____

I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard. **Initial Here** _____

I recognize and acknowledge that Anaheim Hills Auto Body is fully committed to a work place free from illegal drugs, alcohol and marijuana and persons who abuse such substances. In this regard, I expressly consent to a post-offer, pre-employment drug, alcohol and marijuana test, the results of which will be considered by Anaheim Hills Auto Body in its decision to hire me. **Initial Here** _____

DO NOT SIGN BELOW UNTIL YOU HAVE READ THE APPLICANT STATEMENT ABOVE

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature _____ Date _____