

# *Employment Application for Customer Service & Sales Positions*

## **Instructions**

**#1 ... please print legibly and complete all sections on both pages of the application**

**#2 ... this application must be completed in your own handwriting**

**#3 ... double-check your completed application for accuracy**

**#4 ... sign and date the application once you have completed it**

name \_\_\_\_\_  
last first middle initial

current address \_\_\_\_\_  
street city state zip code

day time phone number \_\_\_\_\_ evening phone number \_\_\_\_\_

cell phone \_\_\_\_\_ e-mail address \_\_\_\_\_

how long have you resided at the above address? \_\_\_\_\_

did someone refer you to our company? \_\_\_\_\_ if "yes", who? \_\_\_\_\_

## **Qualifications**

please rate your Sales Skills on a level of #1 – #10 # \_\_\_\_\_  
why did you choose that number? \_\_\_\_\_

please rate your Management Skills on a level of #1 – #10 # \_\_\_\_\_  
why did you choose that number? \_\_\_\_\_

please rate your Administrative Skills on a level of #1 – #10 # \_\_\_\_\_  
why did you choose that number? \_\_\_\_\_

are you ASE Certified? (C-1 certification) \_\_\_\_\_

please list 5 separate words that best describe you.  
\_\_\_\_\_

which Shop Management Software Programs are you proficient with: \_\_\_\_\_

which Estimating Programs are you proficient with: \_\_\_\_\_

High school graduate \_\_\_\_ Trade school graduate \_\_\_\_ College Degree \_\_\_\_

are you able to provide a resume that reflects your educational history? \_\_\_\_\_

please list any sales or management courses you have taken within the past 2 years:  
\_\_\_\_\_  
\_\_\_\_\_

activities & interests (hobbies, etc) \_\_\_\_\_

have you ever been convicted of a felony? \_\_\_\_\_ are you willing to authorize a criminal background investigation? \_\_\_\_\_

are you willing to participate in any drug free workplace program we presently have, or put into effect? \_\_\_\_\_

do you have a valid drivers license? \_\_\_\_\_ are you willing to supply us with a state issued report of your driving record? \_\_\_\_\_

if hired, when would you be able to start? \_\_\_\_\_

*this employment application is continued.*

## **Employment History**

*beginning with your present employer*

from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
 date month year      date month year

\_\_\_\_\_  
 company address

\_\_\_\_\_  
 city and state

from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
 date month year      date month year

\_\_\_\_\_  
 company address

\_\_\_\_\_  
 city and state

from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
 date month year      date month year

\_\_\_\_\_  
 company address

\_\_\_\_\_  
 city and state

\_\_\_\_\_  
 company name

\$ \_\_\_\_\_  
 gross pay - hourly? salary? commission? salary plus commission?

\_\_\_\_\_  
 why did you leave or why are you looking to leave the company?

\_\_\_\_\_  
 company name

\$ \_\_\_\_\_  
 gross pay - hourly? salary? commission? salary plus commission?

\_\_\_\_\_  
 why did you leave the company?

\_\_\_\_\_  
 company name

\$ \_\_\_\_\_  
 gross pay - hourly? salary? commission? salary plus commission?

\_\_\_\_\_  
 why did you leave the company?

can we contact all your past employers? \_\_\_\_\_ and your present employer? \_\_\_\_\_

## **References**

*only list the people you have known more than a year*

**Please include 3 Friends, 1 Supervisor and 1 Co-worker**

name of a non-family member	length of time known	relationship	area code and phone number
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## **Acknowledgement and Authorization**

*IMPORTANT INFORMATION!*

This application is not an employment contract, nor an agreement to interview, and I understand that any employment can be terminated at any time, for any cause, without notice. I further understand that no person other than the business owner has the authority to enter into an Employment agreement with me, or make any guarantee as to the length, terms or conditions of any such employment. I certify that to the best of my knowledge all of the information contained in this application is correct. I also authorize the investigation of all statements contained in this application and I understand that any misrepresentation, falsification, or omission of facts from this application, will be cause for immediate dismissal.

\_\_\_\_\_  
 signature

\_\_\_\_\_  
 date of application

# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 social security number

