

**Rochester Automobile Dealers' Association
Employment Application**

Date:

Name:	
Address:	
Home Phone #:	Cell Phone #:
Position Desired:	Full Time: Part Time:
Are you employable in the U.S.? If hired, applicant must show proof of identity and eligibility.	
Are you 18 yrs. of age or older? If no, state your age:	
Email Address:	

Education: Name the school and the # of years attended

High School:
of years attended:

College:
of years attended:

Special Technical Training School:
of years attended:

Actual Experience: Place an X after each that is applicable

OFFICE: Controller: Office Manager: Bookkeeper: AR/AP: Human Resource: Payroll Clerk: Cost Clerk: Receptionist/Cashier:	PARTS: Manager: Counter (Retail): Counter (Wholesale): Shipping/Receiving: Driver: Parts Secretary:	SERVICE: Manager: Writer/Advisor: Shop Foreman: Warranty Clerk: Dispatcher: Technician: Dollup: Get-Ready: Lot Person:
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SALES: General Manager: New Car Manager: Used Car Manager: F&I Manager: Lease Manager: Special Finance Manager: Sales (New Car): Sales (Used Car): Sales: (Truck): Internet Sales: Sales Secretary/Greeter:	BODY SHOP: Manager: Metal: Paint: Combination: Shop Secretary:	COMPUTER SKILLS: Reynolds & Reynolds: ADP: Other: Microsoft Access: Microsoft Excel: Microsoft Word: Internet:
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SPECIAL SKILLS: NYS Inspector's License: Air Bag Shipping Certificate: Air Conditioning Recycling: Forklift Certification: First Aid/CPR Certification: Adjustor's License: Estimator's License:

LIST ALL ASE CERTIFICATIONS:

WORK EXPERIENCE: Start with the most recent				
1) From:	To:	Part Time:	Full Time:	Position Held:
Company Name:				
Address:				
Phone #:				
Supervisor's Name:				
Reason for leaving:				
Duties/Responsibilities:				

WORK EXPERIENCE:

2) From: To: Part Time: Full Time: Position Held:

Company Name:

Address:

Phone #:

Supervisor's Name:

Reason for leaving:

Duties/Responsibilities:

WORK EXPERIENCE:

3) From: To: Part Time: Full Time: Position Held:

Company Name:

Address:

Phone #:

Supervisor's Name:

Reason for leaving:

Duties/Responsibilities:

REFERENCES - those familiar with your work experience (List Name, Address, Phone #)

- 1.
- 2.
- 3.

State and Federal Law prohibits discrimination because of age, sex, race, color creed, religion, sexual orientation, veteran status, arrest or conviction, national origin, disability, or marital status.

APPLICANT'S STATEMENT

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in withdrawal of an offer of employment, or if subsequent to employment may result in dismissal. I understand, also, that I may be required to abide by all rules and regulations of the employer and agree to do so.

I understand that this employment application is not to be construed as a guarantee of employment for a specific time. I further understand that, should I become employed, my employment with the Company does not constitute any form of contract, implied or expressed, and such employment will be terminated at will either by myself or my employer. My continued employment will be dependent on satisfactory performance and the continued need for my services as determined by the Company.

I authorize investigation of all statements contained in this application for employment as may be necessary at arriving at an employment decision. You may use this authority to check references with former employers, as well as personal references.

I understand the dealership reserves the right to have drug testing performed.

Electronic Signature: _____