**MERCEDES-BENZ OF WEST CHESTER**

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

This application is good for 30 days only. Consideration for employment after 30 days requires a new application.

**PLEASE PRINT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Last) | (First) | | (Middle Initial) | |
| Street Address | | City, State, Zip | | |
| Telephone (Home) | (Business) | | (Cell) | |
| Are you legally eligible for Yes  employment in the U.S.? No | Are you over age 18? Yes  No | | Do you have a VALID Yes  driver’s license? No | |
| If position requires, are Yes  you willing to travel? No | Rate of pay desired: $  Per | | | |
| Position desired: | | | Full time | Part time |
| Are you currently Yes  employed? No | | When will you be available Date  for work? | | |
| How were you referred to MERCEDES-BENZ OF WEST CHESTER? | | | | |
| Have you previously been employed by MERCEDES-BENZ OF WEST CHESTER? If yes, Yes  when? No | | | | |
| Name of relatives employed by MERCEDES-BENZ OF WEST CHESTER | | | | |
| Have you ever been convicted of a felony? If yes, state each crime for which convicted. Yes  No  A conviction record will not necessarily be a bar to employment. Factors such as age at time of offense, date, seriousness and nature of the offense, and rehabilitation will be taken into account. | | | | |
| EQUAL EMPLOYMENT OPPORTUNITY. MERCEDES-BENZ OF WEST CHESTER is an equal opportunity employer. MERCEDES-BENZ OF WEST CHESTER does not discriminate against applicants or employees on the basis of race, color, sex, religion, marital status, national origin, age, veteran status, disability, or other protected classification. This policy of nondiscrimination extends to all terms, conditions and privileges of employment and to all personnel actions. | | | | |

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name and Address of School | Number of Years Completed | Graduated | | Major/Degree |
| High School |  |  | Yes | No |  |
| College |  |  | Yes | No |  |
| College |  |  | Yes | No |  |
| Business or Trade |  |  | Yes | No |  |
| Other |  |  | Yes | No |  |
| Describe any educational course(s), program(s) you are currently enrolled in. Also indicated the target date for completion. | | | | | |
| Are there any other experiences, skills, or qualifications that you feel would especially qualify you for work at MERCEDES-BENZ OF WEST CHESTER? (e.g. sales experience, technicians certifications, word processing, etc.) | | | | | |
| List business, professional, trade or service organizations to which you belong. | | | | | |

**EMPLOYMENT BACKGROUND**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| List below all current and former employers, beginning with the most recent. Account for all periods between jobs. Attach separate sheets if necessary. If any employment was under a different name, indicate name. | | | | | | | | | |
| **1** | Company | From  Mo/Yr | To  Mo/Yr | | | Supervisor | | | |
| Address and Phone | | Type of Business | | | | | | | |
| Titles and Duties | | Salary  Starting Ending | | | | | | | |
| Reason for Leaving | | | | | | | | | |
| **2** | Company | From  Mo/Yr | To  Mo/Yr | | | Supervisor | | | |
| Address and Phone | | Type of Business | | | | | | | |
| Titles and Duties | | Salary  Starting Ending | | | | | | | |
| Reason for Leaving | | | | | | | | | |
| **3** | Company | From  Mo/Yr | To  Mo/Yr | | | Supervisor | | | |
| Address and Phone | | Type of Business | | | | | | | |
| Titles and Duties | | Salary  Starting Ending | | | | | | | |
| Reason for Leaving | | | | | | | | | |
| Please check employers we may contact for references. | | | | 1 | 2 | | 3 |  |  |
| Explain why you are interested in working at MERCEDES-BENZ OF WEST CHESTER | | | | | | | | | |

**U.S. MILITARY SERVICE**

|  |  |  |
| --- | --- | --- |
| Branch | Rank at discharge | Total time of service |
| Major duties | | |
| Service schools attended | | |

**REFERENCES**

|  |  |  |
| --- | --- | --- |
| Exclude relatives, but give 3 persons not previously mentioned most familiar with your ability, training and character. | | |
| Name | Address & Phone | Occupation/Position |
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I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal. I authorize the references listed herein to give MERCEDES-BENZ OF WEST CHESTER any and all information concerning my previous employment, including any other pertinent information they may have.

In addition to investigating information contained on this application, I authorize MERCEDES-BENZ OF WEST CHESTER may, at its option, utilize an investigative consumer reporting agency for the purposes of obtaining a personnel selection report in totally evaluating my qualifications. This serves as the pre-notification requirement of the Fair Credit Reporting Act.

Further, I authorize MERCEDES-BENZ OF WEST CHESTER to investigate my driver’s license abstract in order to evaluate my driving history.

Drug screens will be conducted as a part of the post-offer process for all employees. Employees who test positive for the presence of illegal drugs are not offered employment. Also, if required, I agree to submit to a Company-paid physical examination.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF MERCEDES-BENZ OF WEST CHESTER AND ACKNOWLEDGE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME AT THE WILL OF EITHER MERCEDES-BENZ OF WEST CHESTER OR MYSELF.

I understand that this employment application and any other MERCEDES-BENZ OF WEST CHESTER documents are not contracts of employment, and that I may voluntarily resign my employment or may be terminated by MERCEDES-BENZ OF WEST CHESTER at any time for any reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon.

Signature of Applicant Date

------------------------------------------------------DO NOT WRITE BELOW THIS LINE---------------------------------------------------------

INTERVIEWED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REMARKS**

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|  | | | |
|  | | | |
| **NEATNESS** |  | **CHARACTER** |  |
| **START DATE** | **FOR DEPT.** | **POSITION** | **SALARY** |
| **SIGNATURE OF MANAGER** | | | |