

Please print or type and complete entire form  
 Leave no field empty – Enter N/A if not applicable  
 Attach resume or additional pages if necessary  
 Sign & Date in space provided



of Mansfield

**PERSONAL INFORMATION**

|   |                       |            |  |  |                          |           |     |
|---|-----------------------|------------|--|--|--------------------------|-----------|-----|
| <b>Name</b>   |                       | Last       | First  | Middle Initial                             | Maiden                   |           |     |
| <b>Present Home Address</b>   |                       | Number     | Street   | Apt #                                      | City                     | State     | Zip |
| <b>How Long at Present Address</b>                                    |                       |            |  | <b>Social Security #</b>                   |                          |           |     |
| <b>Home Telephone</b>   |                       |            |  | <b>Cell Phone</b>                          |                          |           |     |
| <b>Date of Birth* (mm/dd/yy)</b>                                      |                       |            |  | <b><u>Days/Hours Available to Work</u></b> |                          |           |     |
|   |                       |            |  | <b>No Preference</b>                       |                          |           |     |
| <b>Position Applying For</b>  | <b>#1:</b>            |            |  | <b>Mon</b>                                 | <b>Thur</b>              |           |     |
|   | <b>#2:</b>            |            |  | <b>Tue</b>                                 | <b>Fri</b>               |           |     |
|   | <b>#3:</b>            |            |  | <b>Wed</b>                                 | <b>Sat</b>               |           |     |
| <b>How many hours can you work weekly?</b>                            |                       |            |  | <b>Pay Desired:</b>                        |                          |           |     |
| <b>Have you applied here before?</b>                                  |                       | <b>No</b>  |  | <b>Yes</b>                                 | <b>When?</b>             |           |     |
| <b>Employment Desired:</b>  | <b>Full-Time Only</b> |            | <b>Part-Time Only</b>  |  | <b>Full or Part-Time</b> |           |     |
| <b>If hired, date available for work</b>                              |                       |            |  |  |                          |           |     |
| <b>U.S. Citizen?</b>  | <b>No</b>             | <b>Yes</b> | <b>Are you legally eligible for employment in the U. S.?</b> |  | <b>Yes</b>               | <b>No</b> |     |
| <b>List relative's names &amp; relationship employed by Kwik Kar:</b> |                       |            |  |  |                          |           |     |
| <b>List friend's names employed by Kwik Kar:</b>                      |                       |            |  |  |                          |           |     |
| <b>Who referred you for this employment?</b>                          |                       |            |  |  |                          |           |     |
| <b>Why do you want to work at this Kwik Kar?</b>                      |                       |            |  |  |                          |           |     |
| <b>Do you currently use illegal drugs?</b>                            |                       |            |  |  |                          |           |     |

*\*The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Some states prohibit discrimination because of age. If this state prohibits the request of any information on this form, the item may be omitted.*

**EDUCATION**

|                            | School Name | City/State | Years Completed | Did you graduate?<br>(Major/Degree) |
|----------------------------|-------------|------------|-----------------|-------------------------------------|
| <b>High School</b>         |             |            |                 |                                     |
| <b>College</b>             |             |            |                 |                                     |
| <b>Bus/Trade School</b>    |             |            |                 |                                     |
| <b>Professional School</b> |             |            |                 |                                     |

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**BACKGROUND**

**Have you ever been convicted of a crime?**      **No**      **Yes\*\***  
 If yes, explain number of convictions and nature of offenses leading to convictions along with how recently such offenses were committed with sentences imposed and rehabilitation types

*\*\* You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you are applying*

**Do you have a valid Driver's License?**      **Yes**      **No**      **Is it revoked?**

**What is your means of transportation to work?**

|                           |                       |                        |
|---------------------------|-----------------------|------------------------|
| <b>Driver's License #</b> | <b>State of Issue</b> | <b>Expiration Date</b> |
| Operator                  | Commercial (CDL)      | Chauffeur              |

**Have you had any accidents during the last 3 years?**      **Yes**      **No**      **How many?**

**Have you had any moving violations during the past 3 years?**      **Yes**      **No**      **How many?**

**Can you drive a manual transmission vehicle?**      **Yes**      **No**

**REFERENCES**

|                  |                  |                  |
|------------------|------------------|------------------|
| <b>Name</b>      | <b>Name</b>      | <b>Name</b>      |
| <b>Position</b>  | <b>Position</b>  | <b>Position</b>  |
| <b>Company</b>   | <b>Company</b>   | <b>Company</b>   |
| <b>Address</b>   | <b>Address</b>   | <b>Address</b>   |
| <b>Telephone</b> | <b>Telephone</b> | <b>Telephone</b> |

**In case of emergency, please notify:**

|      |         |              |           |
|------|---------|--------------|-----------|
| Name | Address | Relationship | Telephone |
|------|---------|--------------|-----------|

An application form sometimes makes it difficult for someone to adequately summarize a complete background. Using the space below, summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

**WORK HISTORY**

Please list your work experience beginning with your most recent job. If self-employed, give firm name. Attach additional pages if necessary.

|  | <u>Name of Last Supervisor</u> | <u>Employment Dates</u> | <u>Pay or Salary</u> |
|--|--------------------------------|-------------------------|----------------------|
| <b>Employer</b>  |                                | <b>From</b>             | <b>Start</b>         |
| <b>Address</b>   |                                | <b>To</b>               | <b>Final</b>         |
| <b>City, State, Zip</b>  |                                |                         |                      |
| <b>Phone</b>   |                                |                         |                      |
| <b>Reason for Leaving (Be Specific)</b>  |                                |                         |                      |
| <b>List the position you held, duties performed, skills used or learned, advancements or promotions earned while working for this employer</b> |                                |                         |                      |

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|---|--------------------------------|-------------------------|----------------------|
| <b>Employer</b>   |                                | <b>From</b>             | <b>Start</b>         |
| <b>Address</b>  |                                | <b>To</b>               | <b>Final</b>         |
| <b>City, State, Zip</b>   |                                |                         |                      |
| <b>Phone</b>  |                                |                         |                      |
| <b>Reason for Leaving (Be Specific)</b>   |                                |                         |                      |
| List the position you held, duties performed, skills used or learned, advancements or promotions earned while working for this employer |                                |                         |                      |

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| <b>City, State, Zip</b>   |                                |                         |                      |
| <b>Phone</b>  |                                |                         |                      |
| <b>Reason for Leaving (Be Specific)</b>   |                                |                         |                      |
| List the position you held, duties performed, skills used or learned, advancements or promotions earned while working for this employer |                                |                         |                      |

**May we contact your present employer?**                      **Yes**    **No**  
**Did you complete this application yourself?**                      **Yes**    **No**

**If not, who did?**

I certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with Kwik Kar Lube & Tune of Mansfield, and for no other reason. I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize Kwik Kar Lube & Tune of Mansfield to make such investigations and inquiries of my personal, employment, criminal, financial history, and military service records or other related matters as may be necessary in arriving at an employment decision. I hereby release employers, U. S. Military, schools, or persons from all liability in responding to inquiries in connection with my application. If a conditional offer of employment is extended to me, I authorize Kwik Kar Lube & Tune of Mansfield to make investigations and inquiries of my medical history and I agree to take a physical.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in my discharge even if the information is acquired after employment. I also understand I am required to abide by all rules and regulations of Kwik Kar Lube & Tune of Mansfield.

I acknowledge that if I am hired, my employment may be terminated without cause and without notice at any time at the will of either myself or Kwik Kar Lube & Tune of Mansfield. I further acknowledge that this is not an employment contract for a specific period of time and only the President of Kwik Kar Lube & Tune of Mansfield has the authority to enter into a contract the contrary and he or she will do so in writing, if so inclined.

I recognize the right of Kwik Kar Lube & Tune of Mansfield to use any recognized investigative technique for the detection of illegal drugs or alcohol use, abuse, or possession. I also agree to fully cooperate in blood, urine tests, hair analysis, or other tests, where permitted by law, if requested by Kwik Kar Lube & Tune of Mansfield. As a condition of employment, I agree to cooperate fully in any investigation of theft or inventory shortage of Kwik Kar Lube & Tune of Mansfield or its customer's property on Kwik Kar Lube & Tune of Mansfield property or its customer's property.

I also understand and agree that Kwik Kar Lube & Tune of Mansfield has the right to change its Handbook, Policy Manual, or practices when making any employment, promotion, or discharge decision and Kwik Kar Lube & Tune of Mansfield retains full discretion to change its policies, practices, manuals, or handbooks if it desires at any time.

**Applicant's Signature** \_\_\_\_\_ **Date**

## **PROSPECTIVE EMPLOYEES**

In accordance with the Immigration Reform and Control Act of 1986 issued by the Immigration and Naturalization Service (INS), employers are required to verify legal status of all employees hired after 11/6/86. Employers comply by way of completion of a Form I-9 which requires the employer to verify the person's identity and eligibility. You will be required to certify your legal status prior to employment by presenting documents outlined below. In order to comply with the Equal Employment Opportunity Commission (EEOC), this information must be obtained from all employees hired after 11/6/86. Failure to do so is in violation of EEOC Title VII regulations.

## **DOCUMENTS REQUIRED FOR PROOF OF ELIGIBILITY**

Review the documents listed below. You are required to furnish one document from **List A**. If you cannot, then you are required to furnish two documents: one from **List B** and one from **List C**.

### **List "A"**

Documents that Establish Identity & Eligibility

- 1) United States Passport
- 2) Certificate of U.S. Citizenship (Form N-560)
- 3) Certificate of Naturalization (Form N-550)
- 4) Unexpired foreign passport stamped with I-551 stamp, or has attached Employment Authorization (Form I-94)
- 5) Resident Alien Registration Card (Form I-551) with photograph
- 6) Employment Authorization Card with photograph (Form I-688A)
- 7) Temporary Resident card with photograph (Form I-688)

### **List "B"**

Documents that Establish Identity

- 1) A state issued driver's license or I.D. card with a photograph, or information including name, sex, date of birth, height, weight, and color of eyes.
- 2) U.S. Military card
- 3) Voter's registration card
- 4) Drivers license issued by Canadian government authority

### **List "C"**

Documents that Establish Employment Eligibility

- 1) Original Social Security Card (other than a card which specifically states that it is not valid for employment)
- 2) Certificate of birth (Form FS-545) issued by state, county, or municipal authority bearing a seal or other certification
- 3) Certificate of birth abroad (Form DS-1350) issued by the Department of State
- 4) Unexpired INS Employment Authorization form
- 5) Unexpired re-entry permit (Form I-327)
- 6) Unexpired refugee travel document (Form I-571)
- 7) U.S. Citizenship I.D. card