



Application for Employment

Dillon Toyota-Lift is an Equal Opportunity Employer. All applicants will be considered regardless of race, color, religion, sex, national origin, age, marital, or veteran status; disability; or any other legally protected status. Equal access to the hiring process, services, and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should contact a representative of the Human Resources department.

Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** Verification of eligibility to work in the U.S. will be required if an employment offer is made.

EMPLOYEE INFORMATION

Name _____
Last First Middle

Address _____
Street Apt. # City State Zip Code

Home Phone () _____ Cell Phone () _____ Email: _____

Driver's License Number (if job related): _____ State: _____ Exp. Date: _____

Position(s) Applied For: _____ Branch Location: _____

Have you filed an application here before? Yes No If yes, give date: _____

Have you been employed here before? Yes No If yes, give date: _____

Do you have any acquaintances or relatives employed with Dillon Toyota-Lift? Yes No

If yes, list name(s), position and department: _____

How did you hear about our company? Please list referral source: _____

Are you employed now? Yes No When would you be available for work? _____

Wage Expected: _____

Are you available to work: Full time Part time Shift work Temporary

Are you fluent in any foreign language (if job related)? If yes, list: _____

Are you over the age of 18? Yes No

Have you been convicted of or plead guilty or no contest to a felony or misdemeanor other than minor traffic violations such as speeding? Yes No

If yes, please explain (*a conviction record will not necessarily be a bar to employment*).

Conviction: _____ Location: _____ Date: _____

Explanation: _____

EDUCATION	High School	College/University	Graduate/Professional
School Name			
Diploma/Degree			
Year Graduated			
Honors Received			
Course of Study			

Other Accomplishments Related to Job: _____

EMPLOYMENT EXPERIENCE *(Start with your present or last job. List all of your work experience including military and voluntary service assignments. Attach an additional sheet if necessary.)*

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary: Starting _____ Final _____

Reason for Leaving: _____

Work Performed: _____

May We Contact This Employer? Yes No If no, why not? _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary: Starting _____ Final _____

Reason for Leaving: _____

Work Performed: _____

May We Contact This Employer? Yes No If no, why not? _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary: Starting _____ Final _____

Reason for Leaving: _____

Work Performed: _____

May We Contact This Employer? Yes No If no, why not? _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary: Starting _____ Final _____

Reason for Leaving: _____

Work Performed: _____

May We Contact This Employer? Yes No If no, why not? _____

ADDITIONAL SKILLS/TRAINING

Please summarize your job-related skills or specialized training: _____

List job-related professional, trade, business, or civic associations and any offices held. (*Exclude memberships that would reveal sex, race, religion, national origin, age, color, disability, or other protected status.*)

List job-related special accomplishments, publications, and awards. (*Exclude information that would reveal sex, race, religion, national origin, age, color, disability, or other protected status.*)

Additional information you would like us to consider.

REFERENCES

Give the name and telephone number of three (3) business/work references who are not related to you. List at least one of your previous supervisors.

Name	Company	Job Title	Phone	Email

ACKNOWLEDGEMENTS

Accuracy of Information. I certify that the information in this application is correct to the best of my knowledge. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews is grounds for disqualification from further consideration for employment, or for termination if employed.

Information Release. I authorize Dillon Toyota-Lift to contact any company, institution, or individual it deems appropriate to investigate my employment history, character, qualifications, driving record, and other job-related information. I give my full consent for all contacted persons, including former employers, to provide the information concerning this application. Further, I waive my right to bring a claim against these individuals for any damages arising from furnishing the requested information to Dillon Toyota-Lift. I also release Dillon Toyota-Lift from all liability that might result from checking such references.

Drug Testing. A post-offer drug and/or physical examination may be required. I understand that, as allowed by the Americans with Disabilities Act, any offer of employment may be withdrawn if I test positive for drugs and/or if a condition is discovered which does not permit me to perform the essential functions of the job and for which no reasonable accommodation can be made.

Application Status. I understand that this application is current for only 60 days. At the conclusion of this time, if I have not heard from Dillon Toyota-Lift and still wish to be considered for employment, it will be necessary to fill out a new application.

THIS IS AT-WILL EMPLOYMENT. I UNDERSTAND THAT IF I AM HIRED, MY EMPLOYMENT AT DILLON TOYOTA-LIFT "AT-WILL" AND MAY BE TERMINATED BY ME OR BY DILLON TOYOTA-LIFT AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. I UNDERSTAND THAT NO EMPLOYMENT OFFER IS BEING MADE BY DILLON TOYOTA-LIFT AT THIS TIME. I ALSO UNDERSTAND THAT NOTHING IN THIS APPLICATION IS INTENDED TO IMPLY OR CREATE AN EMPLOYMENT CONTRACT AND THAT NO DILLON TOYOTA-LIFT REPRESENTATIVE HAS THE AUTHORITY TO MAKE ANY ASSURANCE TO THE CONTRARY.

Signature **Date**