

APPLICATION FOR EMPLOYMENT



The following information is requested to help us make the best possible placement within our company. All portions of this application which pertain to you must be completed. Jerry Dixon's Automotive & Classic Kars does not discriminate on the basis of age, race, religion, color, sex, sexual orientation, national origin, physical or mental disability, or other protected status. In addition, Jerry Dixon's Automotive & Classic Kars will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant, unless an undue hardship would result. Any applicant who requires accommodation in the hiring process should contact Kelly Dixon at Jerry Dixon's Automotive & Classic Kars to advise the Company of the accommodations needed in the application or interviewing process.

Please complete entire application to ensure processing.

PLEASE PRINT

Name (First) _____ (Middle) _____ (Last) _____

Address (Street) _____ (City) _____ (State) _____ (Zip) _____

How long at this address: _____ Telephone No. _____ Alternate No. _____

E-mail Address _____

Are you legally eligible to work in the United States? Yes ___ No ___

Are you at least 18 years of age? Yes ___ No ___

EMPLOYMENT INFORMATION

Position Applying For: _____

Can you, with or without accommodation, perform the duties of the position for which you are applying? Yes ___ No ___

Available Start Date: _____ Employment Desired: Full Time Part Time

Specific Hours of Availability: ___SUN ___MON ___TUES ___WED ___THURS ___FRIDAY ___SAT

How did you hear of us? _____ If referred, who referred you to Jerry Dixon's Auto Inc.? _____

Have you been employed by Jerry Dixon's Auto Inc.? Yes No If yes, When? _____

EDUCATION	Name and Address of School	Circle Last Year Completed	Did you Graduate?	Subjects Studied/ Degree(s) Received
High School		1 2 3 4	Y N	
College		1 2 3 4	Y N	
Post College		1 2 3 4	Y N	
Do you have other special training or skills related to the job for which you are applying (language, vocational, etc.)?				

EMPLOYMENT HISTORY (Please provide your complete and accurate full and part-time employment record, beginning with your most recent employer (attach additional sheet if necessary).				
Date (Month/Year) From: To:	Current Employer (Name & Address of Employer)	Pay Rate/Salary	Position Title	Reason For Leaving
Supervisor's Name:	Contact Number:		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date (Month/Year) From: To:	Previous Employer (Name & Address of Employer)	Pay Rate/Salary	Position Title	Reason For Leaving
Supervisor's Name:	Contact Number:		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date (Month/Year) From: To:	Previous Employer (Name & Address of Employer)	Pay Rate/Salary	Position Title	Reason For Leaving
Supervisor's Name:	Contact Number:		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	

Did you serve in the U.S. Armed Forces? Yes ____ No ____

If yes, in what branch? _____

Describe any training you received which may be relevant to the position for which you are applying.

PERSONAL REFERENCES		
Please list three personal references who are not employers or relatives:		
Name	Telephone No.	Relationship to You

I certify that the information in this application is true and correct. I agree that any omissions, false, or misleading answers on the application or during the interview process will be cause for rejection of this application, or dismissal if I am employed.

I hereby authorize Jerry Dixon’s Automotive & Klassic Kars Inc., or its designee to solicit information regarding my character, general reputation, credit, previous employment and similar background information; and to contact all references given in my application. I hereby release all persons connected with any such request from all claims, liabilities and damages arising out of the furnishing of such information. I understand that providing fraudulent or misleading information may be grounds for denial or discharge, if employed.

If I am hired, I agree to conform to the rules and regulations of the company. I understand that I am employed “at will” and I may quit my job or I may be discharged by Jerry Dixon’s Automotive & Klassic Kars Inc. at any time, for any reason, with no advance notice, and that the 'at will' nature of the employment relationship may be changed only in writing and signed by myself and the president of Jerry Dixon’s Automotive & Klassic Kars Inc.

Signature of Applicant _____ Date _____

Position Title:	Date Employed:
Salary:	Review Date:
Interviewed By:	Approved

This application will only be considered for 30 days, after that time a new application will need to be submitted for further consideration. Where state or local regulations are broader than the general practices outlined in this application the statutes involved will take precedence over those practices.

Jerry Dixon’s Automotive & Klassic Kars Inc.
 9206 Circle Drive
 Austin, Texas 78736
 512 288-0094
 Monday – Friday 7:30am-5:30pm
www.jerrydixonauto.com

To Submit Electronically: please email to Kelly@jerrydixonauto.com