

# VOLVO OF DENVER

## APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

DATE \_\_\_\_\_

### PERSONAL INFORMATION

NAME \_\_\_\_\_ SOC SEC# \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

ARE YOU 18 YRS OR OLDER  YES  NO PHONE # ( ) \_\_\_\_\_ APT # \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY \_\_\_\_\_

ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE U.S.?  YES  NO

### EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO MAY WE INQUIRE OF YOUR EMPLOYER? \_\_\_\_\_

EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_ WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_

EVER WORKED FOR THIS COMPANY BEFORE? \_\_\_\_\_ WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

WHO REFERRED YOU TO THIS COMPANY  EMPLOYMENT AGENCY  NEWSPAPER AD  OTHER

STATE EMPLOYMENT OFFICE  COLLEGE PLACEMENT SVC  WALK IN  FRIEND

### EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	*YEARS ATTENDED?	*GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE/BUSINESS				

### GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH \_\_\_\_\_

SPECIAL TRAINING \_\_\_\_\_

SPECIAL SKILLS \_\_\_\_\_

ARE YOU ABLE TO PERFORM THE JOB FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION? YES  NO

\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of Age with respect to individuals who are at least 40 years of age

**FORMER EMPLOYERS: LIST BELOW THE LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST.**

EMPLOYERS NAME, ADDRESS & PHONE	SUPERVISOR'S NAME	POSITION/JOB DESCRIPTION	DATE FROM/TO	SALARY	REASON FOR LEAVING
PH # ( )					
PH # ( )					
PH # ( )					

WHICH OF THESE JOBS DID YOU LIKE THE BEST? \_\_\_\_\_

WHAT DID YOU LIKE MOST ABOUT THIS JOB? \_\_\_\_\_

**REFERENCES: GIVE THE NAMES OF 3 PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.**

NAME	ADDRESS	TELEPHONE #	BUSINESS	YEARS ACQUAINTED
1.				
2.				
3.				

**AUTHORIZATION**

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISSMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE.

I UNDERSTAND AND AGREE THAT I WILL SETTLE ANY AND ALL CLAIMS, DISPUTES OR CONTROVERSIES ARISING OUT OF OR RELATING TO MY APPLICATION OR CANDIDACY FOR EMPLOYMENT, EMPLOYMENT AND/OR CESSATION OF EMPLOYMENT WITH WESTFALL GMC TRUCK, INC., ITS PARENT COMPANY, AFFILIATES AND SUBSIDIARIES, EXCLUSIVELY BY FINAL AND BINDING ARBITRATION BEFORE A NEUTRAL ARBITRATOR AS SET FORTH IN WESTFALL GMC TRUCK, INC. MEDIATION/ARBITRATION POLICY, WHICH I ACKNOWLEDGE REVIEWING OR HAVING AN OPPORTUNITY TO REVIEW BEFORE SIGNING THE APPLICATION. BY WAY OF EXAMPLE ONLY, SUCH CLAIMS INCLUDE CLAIMS UNDER FEDERAL, STATE, AND LOCAL STATUTORY OR COMMON LAW, SUCH AS THE AGE DISCRIMINATION IN EMPLOYMENT ACT, TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, INCLUDING THE AMENDMENTS OF THE CIVIL RIGHTS ACT OF 1991, THE AMERICANS WITH DISABILITIES ACT, THE LAW OF CONTRACT AND THE LAW OF TORT.

**THIS APPLICATION FOR EMPLOYMENT CONTAINS A BINDING ARBITRATION PROVISION THAT MAY BE ENFORCED BY THE PARTIES.**

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_