

# OKELEY AUTOMOTIVE GROUP

## ONE WORLD CLASS COMPANY APPLICATION FOR EMPLOYMENT

Dear Prospective Associate,

Thank you for considering Okeley Automotive Group. We are please you are interested in employment with one of the most progressive, innovative, spirited, productive, and committed work forces in the country.

For this application to be considered, you must fill in all information. Do not leave any areas blank even if you have submitted a resume. Be sure to sign all areas of the application where your signature is required.

Misrepresentation of any fact or qualification on this application, your resume, or during the interview(s) may result in your being separated from the company, no matter when discovered.

Oak Motors is an equal opportunity employer. We are committed to a policy of non-discriminatory employment in accordance with federal and state laws that prohibit discrimination on the basis of race, religion, creed, national origin, color, ancestry, age, gender, disability, citizenship, veteran status, or other characteristics protected by law.

We request that you fully and accuratley complete this applicaton while on our premises.

Best wishes in your endeavors,

THE HUMAN RESOURCES STAFF

### APPLICANT PLEASE COMPLETE:

Social Security Number

_____	_____	_____	_____
Last Name	First Name	Middle	Today's Date
_____	_____	_____	_____
Address	City	State	Zip Code
_____	_____	_____	_____
Previous Address	City	State	Zip Code
_____	_____	_____	_____
Telephone Number	Alternate Telephone Number	E-mail Address	

### GENERAL INFORMATION

Best time to contact you at home is: \_\_\_\_\_

Have you ever applied for employment with us?      Yes      No

If Yes: Month and Year \_\_\_\_\_ Location \_\_\_\_\_

Have you worked at this company before?      Yes      No      If yes, when? \_\_\_\_\_

List states and counties of residence for the past seven years: \_\_\_\_\_

Have you used any names or social security numbers other than given above? \_\_\_\_\_

Do you have friends working for this company?      Yes      No      Who? \_\_\_\_\_

Do you have relatives working for this company?      Yes      No      Who? \_\_\_\_\_

Will you work overtime if asked?      Yes      No

When are you available to begin work? \_\_\_\_\_

What is your desired salary range? \_\_\_\_\_

If the requires, do you have a valid drivers license?      Yes      No

Have you had any moving violations within the last seven years? \_\_\_\_\_

SERVING FACILITIES LOCATED IN: Anderson, Muncie, Indianapolis and Daleville

**GENERAL INFORMATION (CONT.)**

Are you legally eligible for employment in this country (a U.S. citizen or alien authorized to work in U.S.)? Yes No

Have you ever been convicted of a crime, excluding misdemeanors and traffic violations? Yes No

If yes, explain when, where, and the nature of the offense: \_\_\_\_\_  
(a conviction will not necessarily bar you from employment)

Are there any felony charges pending against you now? Yes No

If yes, please describe: \_\_\_\_\_

Explain any specialized training, schooling, certificates, or awards you received which are applicable to the work you are applying for:

What hobbies, recreational activities, or other interests do you have?\*

In what job-related organizations and community services do you participate?\*

\*Please do not list those activities that may reflect race, religion, creed, national origin, color, ancestry, age, gender, disability, citizenship, or veteran status.

**PERSONAL AND PROFESSIONAL REFERENCES**

(List persons - other than relatives - likely to know your work skills and abilities.)

Name

Address

Phone Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MILITARY SERVICE RECORD**

Have you served in the U.S. Armed Forces? Yes No

If yes, which branch? \_\_\_\_\_

Length of active duty: \_\_\_\_\_

What special training or usable skills did you acquire during your service? (optional)

**EDUCATION**

School	Name & Location of School	Course of Study	No. of Years	Did You Graduate	Degree or Diploma
Graduate					
College					
Business/Trade or Technical					
High School					

What scholastic honors did you receive? \_\_\_\_\_

What is the highest grade completed: \_\_\_\_\_

If your school records are under a different name than listed on page 1, please enter that name \_\_\_\_\_

**EDUCATION (CONT.)**

What school activities and organizations did you participate in? (You are not required to list those activities which would reflect race, religion, national origin, color, ancestry, age, gender, creed, citizenship, or veteran status.)

<b>Membership in Professional or Civic Organizations</b> <small>(Exclude those which may disclose your race, color, religion, or national origin.)</small>

<b>1) Type of job(s) interested in (check all that apply)</b>  Clerical/Administrative Collection Other _____ Detail Technician	<b>2) Type of work desired (check all that apply)</b>  Billing Clerk Sales Customer Service Management Receptionist  Part-time ____ hrs.wk Full-time (40 hrs/wk) Seasonal	<b>3) Shift preference (check all that apply)</b>  8 to 5 9 to 7 Saturday
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**SKILLS AND ABILITIES**

Check any of these skills for which you have been trained, are licensed, or have experience. (For consideration, copies of certificates or licenses must be submitted with this application if a required qualification.)

OFFICE SKILLS

Typing \_\_\_\_ wpm  
 Data Entry  
 Filing  
 Customer Service  
 Switchboard/Receptionist  
 Other

MACHINE

Computer  
 Calculator  
 Fax Machine  
 Scanner/Printer  
 Copy Machine  
 Other

SOFTWARE

Windows  
 Internet  
 Microsoft Project  
 Microsoft Outlook  
 Microsoft Excel  
 Microsoft Word  
 Microsoft Access  
 Adobe Pagemaker  
 Adobe Photoshop  
 Powerpoint  
 Quickbooks

KNOWLEDGE OF

Information Systems  
 Statistics/Mathematics  
 Accounting/Bookkeeping  
 Marketing/Sales  
 Advertising  
 Mgt./Supervision  
 Customer Service  
 Human Resources/Training  
 Languages (list)

WORK EXPERIENCE IN

Sales  
 Clerical/Secretarial  
 Personnel/HR  
 Customer Service  
 Information Systems  
 Purchasing  
 Skilled Trades (type)

Special Certifications

Local Area Networks  
 Engineering  
 Microbiology  
 Chemistry  
 Metallurgy  
 Other

Accounts Payable/Rec.  
 Management  
 Detail  
 Technician  
 Other

1. List any other skills/abilities which you feel would qualify you for work with our company:

2. List any personal or professional certifications, awards, or accomplishments you have achieved:

**WORK EXPERIENCE**

Start with your present or last job. Include any job related military service assignments, and volunteer activities. You may exclude organizations which indicate race, creed, color, religion, gender, national origin, disabilities, citizenship, veteran, or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/ Salary		
Supervisor	Starting	Final	
Reason for Leaving			
			May we contact?    Yes    No
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/ Salary		
Supervisor	Starting	Final	
Reason for Leaving			
			May we contact?    Yes    No
Employer	Dates Employed		Work Performed
	From	To	
Address			
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Starting/Present Job Title	Hourly Rate/ Salary		
Supervisor	Starting	Final	
Reason for Leaving			
			May we contact?    Yes    No
Employer	Dates Employed		Work Performed
	From	To	
Address			
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Starting/Present Job Title	Hourly Rate/ Salary		
Supervisor	Starting	Final	
Reason for Leaving			
			May we contact?    Yes    No
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/ Salary		
Supervisor	Starting	Final	
Reason for Leaving			
			May we contact?    Yes    No

Comments: Include explanation of any gaps in employment.

Are you currently on "lay-off" status and subject to recall?                      Yes    No

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### APPLICANT: PLEASE CAREFULLY READ AND SIGN BELOW

Oak Motors is an equal employment opportunity company. We are dedicated to a policy of non-discriminatory employment in accordance with federal and state laws which prohibit discrimination on the basis of race, religion, creed, national origin, color, ancestry, age, gender, disability, citizenship, veteran status, or other characteristics protected by law.

I understand that if I am selected as a final candidate for employment, I may be required by Oak Motors to submit to a drug test. My refusal to consent to such test or a positive test result will preclude my further consideration for employment.

I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that will prove this. I understand that Oak Motors will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer, if so noted, to provide any information requested about me. I hereby release from liability Oak Motors and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information, and waive written notice that employment information is being provided by any person or organization.

I understand that such information may also include a record of disciplinary action assessed by previous employers, and hereby release such parties from any obligation to notify me of these investigations of my background.

I understand that I will be expected to abide by all policies and procedures outlined by Oak Motors.

I acknowledge that no one has made a promise of employment to me, and I understand that if Oak Motors makes an offer of employment, it will be for an indefinite period of time, unless otherwise expressly set forth in writing and approved by the President of Oak Motors.

I further understand and acknowledge that all terms and conditions of my employment relationship will be terminable at will and without cause by either Oak Motors or myself. Any terms and conditions beyond those set forth herein shall not be binding upon Oak Motors unless expressly set forth in writing and approved by the President of Oak Motors.

All of the information provided in conjunction with this application is correct and true to the best of my knowledge. I understand that any false or misleading statement made by me in connection with this application or failure to disclose any material information will be grounds for immediate dismissal without regard to when discovered. I understand that if hired, I will have an introductory period during which time I will get to know the company and the company will get to know me. Thereafter, the terms of my employment will be pursuant to the written employment policies that the company may from time to time determine. All policies are subject to the discretion of the company.

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Signature of Applicant

(This statement must be signed for your application to be considered.)

Date

Time

### PRE-EMPLOYMENT TESTING

As an applicant of Oak Motors, I am fully aware and completely understand that the Department of Labor permits non-remunerated per-employment testing. I am aware and agree that I may be reviewed and tested and not paid for any review/test period required by Oak Motors. I am also aware, agree and understand that I am NOT an employee of Oak Motors during this review/test period and that I am NOT performing work or service, in any way. If I have been determined to have passed my pre-employment review/testing period, as solely determined by management, and then receive and accept an offer of employment from Oak Motors, only then will I be considered an employee. My remuneration begins when I perform services for Oak Motors.

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Signature of Applicant

Date

Time

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FOR ADMINISTRATIVE USE ONLY

<u>REFERENCE CHECK</u>		
<u>EMPLOYER</u>	<u>PERSON CONTACTED</u>	<u>RESULTS</u>
1		
2		
3		
4		

<u>TEST RESULTS</u>			
<u>TESTS ADMINISTERED</u>	<u>RAW SCORE</u>	<u>RATING</u>	<u>RESULTS</u>

<u>INTERVIEWER NAME AND COMMENTS</u>