

OKELEY AUTOMOTIVE GROUP

ONE WORLD CLASS COMPANY APPLICATION FOR EMPLOYMENT

Dear Prospective Associate,

Thank you for considering Okeley Automotive Group. We are pleased 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 & Indiana Finance Company 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 accurately complete this application while on our premises.

Best wishes in your endeavors,

Human Resources

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: _____
please circle correct answer

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

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.)

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

1) Type of job(s) interested in (check all that apply) Clerical/Administrative Collection Other _____ Detail Technician	2) Type of work desired (check all that apply) Billing Clerk Sales Customer Service Management Receptionist Part-time ____ hrs.wk Full-time (40 hrs/wk) Seasonal	3) Shift preference (check all that apply) 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			
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			
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 & Indiana Finance Company 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 & Indiana Finance Company 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 & Indiana Finance Company 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 & Indiana Finance Company 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 & Indiana Finance Company.

I acknowledge that no one has made a promise of employment to me, and I understand that if Oak Motors & Indiana Finance Company 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 & Indiana Finance Company.

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 & Indiana Finance Company or myself. Any terms and conditions beyond those set forth herein shall not be binding upon Oak Motors & Indiana Finance Company unless expressly set forth in writing and approved by the President of Oak Motors & Indiana Finance Company.

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.

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 & Indiana Finance Company & Indiana Finance Company, 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 & Indiana Finance Company. I am also aware, agree and understand that I am NOT an employee of Oak Motors & Indiana Finance Company 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 & Indiana Finance Company, only then will I be considered an employee. My remuneration begins when I perform services for Oak Motors & Indiana Finance Company.

Signature of Applicant

Date

Time

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>

Okeley Automotive Group Pre-employment Background Authorization

Driver Name: _____
First Middle Last

Address: _____

City: _____ State: _____ Zip: _____

Driver's License Number: _____ State: _____

Date of Birth: _____
MM/DD/YYYY

Authorization – I hereby authorize Okeley Automotive Group to secure a pre-employment background investigation to include a Motor Vehicle Report, Criminal History & Past Employment information. In the future, I may revoke this Authorization by supplying written notice directly to Oak Motors P. O. Box 1236 Anderson, IN 46015.

Candidate Signature: _____ Date: _____