APPLICATION FOR EMPLOYMENT

PTAC Operating Centers Inc. is an equal opportunity employer and in conformity to the applicable laws, considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. This application will be given every consideration but its receipt does not imply that the applicant will be employed. The application is valid for only thirty (30) days.

GENERAL INFORMATION (PLEASE PRINT)

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

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

Phone #: _____

Position Applied For: _____ Date of Application: _____

How did you learn about potential employment with us?
❒Advertisement ❒ Friend ❒ Employment Agency
❒ Walk-in ❒ Relative ❒ Other: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work?
❒ Yes ❒ No

Have you ever filed an application with us before?
❒ Yes ❒ No If yes, give date: _____

Have you ever been employed with us before?
❒ Yes ❒ No If yes, give date: _____

Are you currently employed? May we contact your present employer?
❒ Yes ❒ No ❒ Yes ❒ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *(proof of citizenship or immigration status is required upon employment)*
❒ Yes ❒ No

On what date would you be available for work? _____

Are you available to work: ❒ Full Time ❒ Part Time ❒ Shift Work ❒ Temporary

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

If hired, it is an essential function of Precision Tune Auto Care positions to always possess a current, valid drivers' license, as you will probably be asked to drive customers' vehicles into the bay area(s). Do you understand this requirement? _____

Do you possess a current, valid driver's license for this state? _____ If no, do you have reasons to suspect you cannot obtain a current, valid driver's license in this state? _____
If yes, please describe: _____

Do you have any relatives, by blood or marriage, who are now employed by PTAC Operating Centers Inc.? _____

Have you been convicted of a felony within the last seven (7) years? ❒ Yes ❒ No
(conviction will not necessarily disqualify an applicant from employment)
If yes, please explain:
_____

_____

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate School				
Other (Specify)				

Other education and /or training relevant to considering your application for the position you are seeking: _____
_____

Membership in and/or contributions to any association or organization you wish to have considered in your application: _____
_____

EMPLOYMENT HISTORY

Please list each of your previous employers in the previous ten years, beginning with your MOST RECENT EMPLOYER , and working back chronologically. All information must be supplied on this form, even if you attach a resume.

Job Title, Employer's Address and Telephone Number	Immediate Supervisor's Name	Dates of Employment	Starting & Ending Rates of Pay	Reason for Leaving
1)				
2)				
3)				
4)				
5)				

We may contact the employers listed above unless you indicate those you do not want us to contact. We will not contact the following employer(s) for the following reason(s):

_____

_____

_____

Have you ever been involuntarily discharged from employment? ❒ Yes ❒ No

If yes, please describe:

_____

_____

State any additional information you feel may be helpful to us in considering your application.

_____

_____

_____

EMPLOYMENT REFERENCES

Please list at least three (3) professional references (persons who are not related to you).

Name: _____ Name_____
Address: _____ Address: _____
Phone #: _____ Phone #: _____

Name: _____ Name: _____
Address: _____ Address: _____
Phone #: _____ Phone #: _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I understand that the misrepresentation or omission of a fact called for in this application or other company records may be cause for immediate dismissal.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This includes the investigation of references listed within to provide you with any and all information concerning my previous employment and other pertinent information.

I hereby authorize and permit PTAC Operating Centers Inc. to hereafter investigate and disclose information contained in this application and such additional information regarding my employment with any person, firm or organization (e.g. State Police re criminal check). I also release the company from all liability for any damage that may result from utilization of such information.

I understand that this application for employment shall be considered active for a period of time not to exceed 30 days. If I wish to be considered for employment beyond this time period, I should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the associate may resign at any time and the employer may discharge the associate at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I also understand that I am required to abide by all rules and regulations of the employer.

_____ _____
Signature of Applicant Date