



HEARTLAND
TOYOTA • SCION

Haselwood
CHEVROLET • BUICK • GMC

WEST HILLS
CHRYSLER • JEEP • DODGE • RAM

West Hills
HONDA



Human Resources: 515 West Hills Blvd. • Bremerton, WA 98312-0458 • Phone: (360) 782-0412 • (800) 957-4640 • Fax: (360) 782-0413

EMPLOYMENT APPLICATION

Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, national origin, age, handicap, or any other legally protected class.

Please Print or Type

PERSONAL INFORMATION					
Date	Have you worked for Haselwood Auto Group before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Where?		Last Term Date	
Last Name		First Name		M.I.	Social Security No.
Address		City	State	Zip	Home or Message Phone
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a US citizen or do you have permits to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No	Drivers License No.			State
EMPLOYMENT DESIRED					
Position(s) applied for:			Type of employment you will accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On Call		
			Days Available: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Weekends		
Have you applied or interviewed at any of our dealerships? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide dealership and date:	Hours Available:			
OTHER INFORMATION					
How were you referred to Haselwood Auto Group? <input type="checkbox"/> Newspaper (name/date) <input type="checkbox"/> Friend / Relative (please specify) <input type="checkbox"/> Other (please specify)					
Do you have any relatives employed here? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, provide name and dealership:			
Have you within the past 10 years ever been convicted of, or plead guilty, or no contest to any crime (including those with fines, deferred and/or suspended sentences) other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, give date and fully explain circumstances:		
Contact in case of emergency: Name:		Address:		Phone No.:	

AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

HIGHEST LEVEL YOU HAVE COMPLETED: GED [] High School: 1 2 3 4 College: 1 2 3 4 5 6
(circle highest year completed) (circle highest year completed)

High School	Location	Graduate?	Major
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College	Location	Graduate?	Major
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

List other training or seminars/workshops.

Other Training	Subject	Dates	
		From	To

WORK HISTORY

LIST ALL CURRENT & FORMER EMPLOYERS IN THE LAST 10 YEARS BEGIN WITH MOST RECENT EMPLOYER.
(A resume is not a substitute for completing this section.)

(1) Firm Name		Complete Address		
Position		From (Mo./Yr.)	To (Mo./Yr.)	Description of Duties
Hours Per Week	Reason for Leaving			
Supervisor		Beginning Salary	Ending Salary	
May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No*		Telephone Number ()		
(2) Firm Name		Complete Address		
Position		From (Mo./Yr.)	To (Mo./Yr.)	Description of Duties
Hours Per Week	Reason for Leaving			
Supervisor		Beginning Salary	Ending Salary	
May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No*		Telephone Number ()		
(3) Firm Name		Complete Address		
Position		From (Mo./Yr.)	To (Mo./Yr.)	Description of Duties
Hours Per Week	Reason for Leaving			
Supervisor		Beginning Salary	Ending Salary	
May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No*		Telephone Number ()		

(4) Firm Name		Complete Address		
Position		From (Mo./Yr.)	To (Mo./Yr.)	Description of Duties
Hours Per Week	Reason for Leaving			
Supervisor		Beginning Salary	Ending Salary	
May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No*		Telephone Number ()		
(5) Firm Name		Complete Address		
Position		From (Mo./Yr.)	To (Mo./Yr.)	Description of Duties
Hours Per Week	Reason for Leaving			
Supervisor		Beginning Salary	Ending Salary	
May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No*		Telephone Number ()		
(6) Firm Name		Complete Address		
Position		From (Mo./Yr.)	To (Mo./Yr.)	Description of Duties
Hours Per Week	Reason for Leaving			
Supervisor		Beginning Salary	Ending Salary	
May we contact this employer now? <input type="checkbox"/> Yes <input type="checkbox"/> No*		Telephone Number ()		

* If No, please explain reason _____

Our practice is to contact employers for information as to your work experience, job suitability, and/or reasons for leaving.

SPECIAL SKILLS

Indicate which of the following skills you have:

<input type="checkbox"/> Typing: _____ wpm <input type="checkbox"/> 10 Key _____ by touch <input type="checkbox"/> Calculator _____ by touch <input type="checkbox"/> General Accounting <input type="checkbox"/> Collections <input type="checkbox"/> Cashiering <input type="checkbox"/> Customer Service	<input type="checkbox"/> Computer Keyboard: type of equipment & software/programs used _____ <input type="checkbox"/> Filing: subject, alpha, numeric, other: _____ <input type="checkbox"/> Multi-line Phone Reception <input type="checkbox"/> Other skills applicable to the position: _____ _____
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PERSONAL REFERENCES (DO NOT LIST RELATIVES)

Name	Home Phone	Relationship
	()	
	()	
	()	

ACKNOWLEDGMENT OF CONDITIONS OF EMPLOYMENT

I certify the information given in the Employment Application is true and complete to the best of my knowledge. I authorize Haselwood Auto Group to verify my educational credentials and professional licenses and to make inquiry of my former employers or references as to my experience, job suitability, and/or reasons for leaving. I understand that if employed, the making of false statements on this application, or omission of information, will be sufficient cause for my dismissal. Offers of employment are contingent upon satisfactory references from former employers, satisfactory criminal background check and credit bureau, and a negative pre-employment drug test. I agree to hold harmless Haselwood Auto Group and any company and/or individual(s) for information they may release with regard to this application.

I understand that any offer of employment that may be made to me will be on an at will basis under which I may be terminated at any time for any reason, with or without cause. I also understand that my employment is contingent upon proof of identity and verification of eligibility for employment in the United States.

I understand that this application does not create a contract of employment. I also understand that if hired, I may voluntarily resign or be terminated at any time and for any reason. If I accept a position at Haselwood Auto Group I agree to comply with all its policies and procedures. In the event of termination of employment with Haselwood Auto Group, I agree to return all Haselwood Auto Group property (such as parking permit, keys, uniforms, vehicle insurance card). I authorize Haselwood Auto Group to withhold all or part of the wages due me and to apply those wages against any debt I owe Haselwood Auto Group including without limitation debts for unreturned property, personal charges, advances or any other form of debt or obligation. I agree that Haselwood Auto Group may, without any further consent, make lawful use of any photographic pictures or video images it may make or cause to be taken of me.

As a term and condition of being considered for employment or hired at Haselwood Auto Group, I agree to enter into a binding arbitration agreement if I am hired. I understand and agree that if I am hired and then refuse to sign the binding arbitration agreement, my employment will be immediately terminated.

If you are considered for employment, do you agree to drug and alcohol testing as a condition of employment?

Yes No

Signature of Applicant _____

Date _____

COMPANY USE ONLY

REHIRE APPROVAL

COO/CFO _____

HR Director..... _____

Variable Operations Director _____

Fixed Operations Director..... _____



**HASELWOOD CHEVROLET BUICK GMC • HEARTLAND TOYOTA SCION
WEST HILLS CHRYSLER JEEP DODGE RAM • WEST HILLS HONDA • WEST HILLS KIA**

**AUTHORIZATION TO OBTAIN CONSUMER REPORT
PURSUANT TO 15 U.S.C. §168b(b)(2)(B)**

I authorized Haselwood Auto Group (d.b.a. Haselwood Chevrolet Buick GMC, Heartland Toyota Scion, West Hills Honda, West Hills Chrysler Jeep Dodge Ram and West Hills Kia) to obtain a consumer report for employment purposes. I understand that an inquiry may include, but is not limited to: criminal records, motor vehicle records, credit records, address verification, social security verification, civil court records, bankruptcy records, personal or professional references, education verification, and copies of prior personnel files. An inquiry may be made as part of a pre-employment screening process as well as at any time during the course of employment. No additional notice or authorization shall be needed for future inquiries and to obtain additional consumer reports.

Use of date of birth is for identification purposes only. Haselwood Auto Group is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap, or veteran status.

This authorization and disclosure is pursuant to the Fair Credit Reporting Act, 15 U.S.C. §1681b(b)(2)(B).

Date: _____

Name of Authorizing Consumer: _____

Social Security Number: _____ - _____ - _____

Date of Birth: _____ / _____ / _____

Drivers License Number (optional): _____

Signature of Authorizing Consumer: _____



Date: _____ / _____ / _____
 Name: _____
 Organization: _____
 Address: _____

Department: _____
 Job Title: _____
 Manager: _____
 Email: _____

1 Directions: Mark the response which best describes **HOW YOU FEEL YOU REALLY ARE** on a scale from 1 to 5, with 1 being **NO OR LEAST** and 5 being **YES OR MOST**.

2 Note NEW Directions: Mark the response which best describes **HOW YOU FEEL OTHERS EXPECT YOU TO BE OR ACT** on a scale from 1 to 5, with 1 being **NO OR LEAST** and 5 being **YES OR MOST**.

	No			Yes
1. Trustworthy	①	②	③	④ ⑤
2. Gentle	①	②	③	④ ⑤
3. Spirited	①	②	③	④ ⑤
4. Understanding	①	②	③	④ ⑤
5. Individualistic	①	②	③	④ ⑤
6. Esteemed	①	②	③	④ ⑤
7. Earnest	①	②	③	④ ⑤
8. Compassionate	①	②	③	④ ⑤
9. Convincing	①	②	③	④ ⑤
10. Bold	①	②	③	④ ⑤
11. Precise	①	②	③	④ ⑤
12. Adaptable	①	②	③	④ ⑤
13. Organized	①	②	③	④ ⑤
14. Aggressive	①	②	③	④ ⑤
15. Shy	①	②	③	④ ⑤
16. Compelling	①	②	③	④ ⑤
17. Calm	①	②	③	④ ⑤
18. Daring	①	②	③	④ ⑤
19. Spontaneous	①	②	③	④ ⑤
20. Outgoing	①	②	③	④ ⑤
21. Fussy	①	②	③	④ ⑤
22. Talkative	①	②	③	④ ⑤
23. Demanding	①	②	③	④ ⑤
24. Industrious	①	②	③	④ ⑤
25. Generous	①	②	③	④ ⑤
26. Careful	①	②	③	④ ⑤
27. Pleasant	①	②	③	④ ⑤
28. Conventional	①	②	③	④ ⑤
29. Warm	①	②	③	④ ⑤
30. Efficient	①	②	③	④ ⑤

	No			Yes
31. Stable	①	②	③	④ ⑤
32. Sympathetic	①	②	③	④ ⑤
33. Persistent	①	②	③	④ ⑤
34. Agreeable	①	②	③	④ ⑤
35. Lively	①	②	③	④ ⑤
36. Dedicated	①	②	③	④ ⑤
37. Charming	①	②	③	④ ⑤
38. Complicated	①	②	③	④ ⑤
39. Self-assured	①	②	③	④ ⑤
40. Cheerful	①	②	③	④ ⑤
41. Dependent	①	②	③	④ ⑤
42. Nice	①	②	③	④ ⑤
43. Congenial	①	②	③	④ ⑤
44. Adventurous	①	②	③	④ ⑤
45. Enthusiastic	①	②	③	④ ⑤
46. Tolerant	①	②	③	④ ⑤
47. Fearless	①	②	③	④ ⑤
48. Optimistic	①	②	③	④ ⑤
49. Charitable	①	②	③	④ ⑤
50. Brave	①	②	③	④ ⑤
51. Persuasive	①	②	③	④ ⑤
52. Loyal	①	②	③	④ ⑤
53. Deliberate	①	②	③	④ ⑤
54. Outstanding	①	②	③	④ ⑤
55. Impulsive	①	②	③	④ ⑤
56. Controlling	①	②	③	④ ⑤
57. Soft-hearted	①	②	③	④ ⑤
58. Systematic	①	②	③	④ ⑤
59. Good-natured	①	②	③	④ ⑤
60. Analytical	①	②	③	④ ⑤

Fold Here

BE SURE ALL 30 LINES ARE MARKED

BE SURE ALL 30 LINES ARE MARKED