

Last Name	First Name, Middle Name	Date
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We consider 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. We are an equal opportunity employer.



APPLICATION FOR EMPLOYMENT



Address		City	State	Zip Code
How Long at Address? Years: Months:	Telephone Number(s) Cell: Other:		Date of Birth: ____/____/____	
Position Applying For: <input type="checkbox"/> Technician <input type="checkbox"/> Service Writer <input type="checkbox"/> Other _____			Social Security Number: ____-____-____	
			Preferred Start Date:	
Email:				

Have you ever filled out an application with us before? ☐ Yes ☐ No Date: ____/____/____

Have you ever been employed with us before? ☐ Yes ☐ No Date: ____/____/____

Are any of your friends or relatives employed with us? ☐ Yes ☐ No State name and location _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Are you available to work on Saturdays? ☐ Yes ☐ No

Best time to contact you: _____

If applying for a tech or service writer position, are you available to work more than 45 hours a week? ☐ Yes ☐ No

What is your desired salary range? _____

Are you available to work: **Monday-Friday** 7:30 AM-5:45 PM ☐ Yes ☐ No **Saturdays** 7:30AM-2:30 PM ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No

Do you have a valid driver's license? ☐ Yes ☐ No

Driver's License # _____ Expiration Date-____/____/____ State of Issue _____

Any moving violations or accidents in the past 5 years? ☐ Yes ☐ No How many? _____

Have you ever been convicted of a Felony? ☐ Yes ☐ No

If yes, explain, IN DETAIL, EACH conviction, nature of offense, when offense was committed, sentence imposed, any type of rehabilitation or restitution:

EDUCATION

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

WORK EXPERIENCE

Start with your present position. Include any job-related military service assignments and volunteer activities. You may exclude organizations with protected status.

Employer		Address		City, State	
Telephone Number	Job Title	Dates Employed From:	To:	Starting Wage	Starting Final
Supervisor		Job Title(s)			
Reason For Leaving				May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer		Address		City, State	
Telephone Number	Job Title	Dates Employed From:	To:	Starting Wage	Starting Final
Supervisor		Job Title(s)			
Reason For Leaving				May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer		Address		City, State	
Telephone Number	Job Title	Dates Employed From:	To:	Starting Wage	Starting Final
Supervisor		Job Title(s)			
Reason For Leaving				May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please explain any gaps in employment: _____

Describe any specialized training, apprenticeship, military experience, or skills: _____

PERSONAL/ PROFESSIONAL REFERENCES (Do not include family members)

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualification and fitness for employment. I will hold QC Auto Service/Muscatine Tire & Auto Center, any former employers, educational institutions, and any other persons giving references harmless and free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process. I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period 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 employee may resign at any time and the employer may discharge employee 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. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulation of the employer. I further understand that if hired by QC Auto Service/Muscatine Tire & Auto Center that the first 90 days of my employment is a probationary period, unless otherwise allowed by law.

Signature of Applicant

Date



Applicant _____



Employee Authorization to Release Records

I understand and agree that: The information supplied was submitted by myself, and all information is true and correct, to the best of my knowledge. I understand that false or misleading information given in my application, and/or interviews will be considered as cause for possible dismissal and/or discharge. I also understand that I am to abide by all rules and regulations of the company. The company has my authorization to thoroughly investigate my work and personal history. I understand that the information supplied by me, regarding my: employment history, education (including an authorization to release transcripts), credit history, criminal history, medical and professional licensing, motor vehicle record(s), residence history, and reference, will be utilized as part of the processing procedures. A background check will be conducted to verify the veracity of the information submitted and will be utilized to develop information concerning my character, general reputation, personal characteristics, and mode of living. I will hold no person liable for giving or receiving information in this investigation. I hereby authorize QC Auto Service/Muscatine Tire & Auto Center to make a thorough check of my past employment, education and activities. I release from liability all persons, companies and corporations supplying that information. I release and indemnify QC Auto Service/Muscatine Tire & Auto Center against any liability that might result from making such background checks. A copy of this form is as valid as the original.

_____ LAST NAME	_____ FIRST NAME	_____ MIDDLE	_____-_____-_____ SOC. SECURITY #	_____/_____ DATE OF BIRTH
_____ OTHER NAMES (MARRIED, MAIDEN, ETC)		_____ DRIVER'S LICENSE #		_____ STATE OF LICENSE
_____ CURRENT STREET ADDRESS		_____ CITY, STATE, ZIP		_____ HOW LONG AT ADDRESS?
_____ PREVIOUS STREET ADDRESS		_____ CITY, STATE, ZIP		_____ HOW LONG AT ADDRESS?
_____ PREVIOUS STREET ADDRESS		_____ CITY, STATE, ZIP		_____ HOW LONG AT ADDRESS?
_____ HIGH SCHOOL ATTENDED		_____ CITY, STATE, ZIP		_____ GRADUATED?
_____ COLLEGE ATTENDED		_____ CITY, STATE, ZIP		_____ GRADUATED?
_____ OTHER/ TECHNICAL SCHOOL ATTENDED		_____ CITY, STATE		_____ GRADUATED?

SIGNATURE

DATE SIGNED

PRINT NAME

DATE

PRINT NAME

DATE

Please read the following skills and check if you have performed these tasks on a consistent, and accurate basis, on an average with little experience, or no experience/limited knowledge.

EXHAUST:

Consistently	Poor / No experience
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Have tools to install pre-bent exhaust

Can customize exhaust

Can weld with mig welder

Can use bender

BRAKES:

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Have tools to diagnose brake system

Can install disc brakes

Can install drum brakes

Can measure rotors/drums

Can repack wheel bearings

Make/Replace brake line

Can diagnose ABS problems

DRIVEABILITY:

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>

Have tools to understand/diagnose Scan Tool Diagnostic Codes

Can use ALLDATA & Mitchell

VCM/IDS

Starmobile

TECH 2/MDI

Snap-On trouble-shoot codes

Drivability/Diagnose vehicle running poorly

Read electronic schematic

Tune-Up

ALIGNMENT/FRONT END:

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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Have front end tools to install struts/shocks

Can install front springs

Can install rear springs

Understand alignment concepts

Can do thrust angle alignments

Can do 4-wheel alignments

Can put in front cam kits

Can put in rear cam kits

Can use balance machine

Can install outer/inner tie rods

Can install ball joints

Can install rear u-joints

Can install front u-joints

Can install CV boots

Can install CV joints

Can mount tires/balance tires

Repair/Patch/Plug tires

Understand Tire Pressure Monitoring Systems

Can install new TPMS sensors

Relearn & program TPMS sensor

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A/C SERVICE:

Certified YES / NO (circle one)

Understand a/c concepts

Can use a/c machine

Can recover/recharge

Can check for leaks/repairs

Can replace a/c components

Consistently

Poor / No
experience

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MISCELLANEOUS SERVICES:

Can diagnose coolant leak

Can replace hoses/water pump

Can replace radiators

Can replace power steering hoses

Can replace power steering pump

Can replace rack & pinions

Can diagnose charging/starting systems

Can locate battery draws

Understand electrical concepts of charging/starting systems

Can replace starters

Can replace alternators

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ENGINE/TRANSMISSION:

Can do head gaskets

Can replace engines

Can diagnose engine damage

Can diagnose engine codes

Can diagnose transmission damage

Can replace transmissions/clutches

Can replace Intake Manifold Gaskets

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MACHINE ASSISTED FLUSHES:

Power Steering

Brake

Coolant

Transmission

3-part fuel kits

A/C service

Differential

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Any additional skills that you would like to mention?
