



APPLICATION FOR EMPLOYMENT

PLEASE READ BEFORE FILLING OUT THIS APPLICATION

This dealership does not discriminate in hiring or employment on the basis of any categories protected by Local, State or Federal law. No question on this application is intended to secure information to be used for such discrimination. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Please type or print and answer all questions

PERSONAL INFORMATION

First	Middle	Last Name	Referred By:	
Street Address			Social Security No. (added at time of interview)	Initial Here
City, State and Zip Code			Cell Phone No.	Home Telephone No.
			Email Address	
Length of time at the above address: _____ Years _____ Months				

Previous address within the United States, except Military, if address changed during the past year.

Street Address	City, State and Zip Code

From Date: _____ To Date: _____

EMPLOYMENT DESIRED

Job Posting Number: _____ Type of work desired: _____ Full time Part time

Date available for work: _____ Are you over 18 years of age? Yes No

EDUCATION AND TRAINING

If you have actual experience in any of the following - Please check

<p style="text-align: center;">OFFICE</p> <input type="checkbox"/> Office Manager <input type="checkbox"/> Clerk <input type="checkbox"/> Stenographer <input type="checkbox"/> Typist <input type="checkbox"/> Telephone Operator <input type="checkbox"/> Cashier <input type="checkbox"/> Bookkeeper <input type="checkbox"/> Title Clerk <input type="checkbox"/> Assistant Bookkeeper	<p style="text-align: center;">SERVICE DEPARTMENT</p> <input type="checkbox"/> Service Manager <input type="checkbox"/> Porter <input type="checkbox"/> Janitor <input type="checkbox"/> Shop Supervisor <input type="checkbox"/> Painter <input type="checkbox"/> Technician <input type="checkbox"/> Service Salesperson <input type="checkbox"/> Car Polisher <input type="checkbox"/> Car Washer <input type="checkbox"/> Technician's Helper <input type="checkbox"/> Lubrication Technician <input type="checkbox"/> Utility Service Person <input type="checkbox"/> Helper <input type="checkbox"/> General Garage Worker	
<p style="text-align: center;">SALES DEPARTMENT</p> <input type="checkbox"/> New Car sales manager <input type="checkbox"/> Used car sales manager <input type="checkbox"/> New car sales <input type="checkbox"/> Used car sales	<p style="text-align: center;">PARTS DEPARTMENT</p> <input type="checkbox"/> Parts Manager <input type="checkbox"/> Parts Clerk <input type="checkbox"/> Parts Delivery	<p style="text-align: center;">OTHER</p> <p>Please list job titles:</p> <hr/> <hr/> <hr/>

What position do you know best? _____

Have you ever been denied a surety bond? Yes No If yes, Explain: _____

EDUCATION					
Name of Institution	Address	Major Course or Subject	Last Year Completed		Degree
High School or Preparatory			<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical School			<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate Work			<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

List scholastic honors, offices held, and activities in high school, college, technical school or other educational or civic organizations:

Are you planning to pursue further studies? Yes No Day School Night School

Have you previously worked for any Wilde Dealership? Yes No If yes, please include in employment history.

List other training that you consider relevant to the position for which you are applying

List other skills which make you a strong candidate for this position

EMPLOYMENT RECORD

Starting with **PRESENT** or **MOST RECENT**, list all previous employers. Include self-employment, summer and part-time jobs. Do not omit any employer. Attach additional sheets if necessary.

Name & Address of Employer	Dates Employed		Salary		Reason for leaving
	From Mo. & Yr.	To Mo. & Yr.	Starting	Leaving	
Company Name					
Street Address, City, State, Zip Code					
Position & Duties					
Name Of Supervisor					

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If you are now employed, may we contact your present employer? Yes No

UNEMPLOYMENT RECORD

Account for all periods of unemployment of 2 weeks duration or more since you left school until the present time.

From		To		State what you were doing
Month	Year	Month	Year	
Month	Year	Month	Year	
Month	Year	Month	Year	
Month	Year	Month	Year	
Month	Year	Month	Year	

MILITARY SERVICE RECORD

Have you served in the Armed Forces of the United States? Yes No Date of entry in service _____

Branch of service _____

Describe the skills acquired during military service

REFERENCES (Do not list relatives or personal friends)

Name	Occupation	Address, City & State	Telephone Number	Number of years you have known this person

EMERGENCY CONTACT INFORMATION

In case of accident or emergency who should we contact?

Name _____ Relationship _____ Home Phone _____

Address _____ Work Phone _____

ADDITIONAL INFORMATION

Are you an US citizen or do you otherwise have legal authorization to work in the US which is not limited to a particular employer?

Proof of authorization to work will be required if you are employed by Wilde East Towne Honda Yes No

EMPLOYMENT AGREEMENTS

Are you subject to any employment agreement or post employment agreement with any other employer (including, but not limited to, employment contracts, non compete agreements; intellectual property rights agreements and/or confidentiality agreements)?

If yes, attach a complete and accurate copy of each agreement. Yes No

CRIMINAL AND OTHER OFFENSES

Have you ever been convicted of, plead nolo contendere (no contest) to, or been fined in connection with any felony, misdemeanor, municipal ordinance violation, or any other type of offense (other than a parking ticket), regardless of the nature of the penalty or fine for that offense?

Yes No

If yes, please provide details: _____

(If you are in doubt about the nature of an offense, please list it; this question is designed to require disclosure of all convictions, violations, fines or offenses, and the failure to list a conviction, offense, violation or fine will be considered falsification and will be grounds for refusal to hire or termination of employment. However, no applicant will be denied a position because of a past conviction, offense, violation or fine which is not substantially related to the circumstances of the employment sought.)

Are you currently subject to a pending criminal charges for any misdemeanor or felony?

Yes No

If yes, please provide details: _____

(This question is designed to elicit information on all pending criminal charges, whether felony or misdemeanor. However, no applicant will be denied a position because of a pending criminal charge which is not substantially related to the circumstances of the employment sought).

The application will not be processed unless you have read and signed the Authorization, Release and Certification on the last page. You are urged to carefully read each before signing. If you have any questions, please ask the person who is taking this application, General Manager or the Office Manager.

AUTHORIZATION, RELEASE AND CERTIFICATION

I understand that references will be contacted, and that appropriate work related references are not limited to those listed in my application.

I authorize Wilde East Towne Honda to contact and secure information about my educational background, work experience, credit rating, and to secure records of licensing, administrative, regulatory or any other governmental agency, and to contact any other informational source relevant to employability. I hereby release Wilde East Towne, its subsidiaries, officers and agents from liability for seeking such information, and all other persons, schools, corporations or organizations for furnishing such information.

I understand and agree that a Drug Screening Test is a condition of application for employment, and will be done prior to employment. I understand that positive testing results may be grounds for refusal to hire.

I also understand and agree that the company reserves the right to require me to submit to a drug or alcohol screening test at any time after employment, and may also require me to submit to work-related medical examination, as permitted by law, during the course of my employment.

I certify that the facts contained in this application are true and I understand that any false or misleading statements, or omissions in this application may result in rejection of this application or, if hired, in discharge.

I understand that Wilde East Towne Honda is an Employer-At-Will, which means that if I am hired, my employment is for no definite period, and may be terminated at the will of myself or my employer at any time, without notice, for any reason, or for no reason. No employee of the company is authorized to promise me anything contrary to what is stated in this paragraph, and I may not rely on any such representations.

I also understand that all rule manuals, employee handbooks, or personnel policies are descriptive only. They do not form any sort of contract between myself and the employer, and they may be unilaterally changed, or not applied, as the employer believes to be in the best interest of the company at the time.

I certify that I have read and understand this authorization, release and certification

Date _____

Applicant Name (print) _____

Applicant Signature _____



In processing this employment application, we may request that an investigative consumer report be prepared, which may include information as to your employment, finances, and general reputation. You have the right to request that we completely and accurately disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to this dealership within a reasonable time after you complete this application. A separate information and authorization document will be provided to you if a consumer report is to be done.

Wilde East Towne Honda has adopted an Affirmative Action Ordinance and the following information is provided **voluntarily**. It allows us to meet government-reporting requirements and evaluate the effectiveness of our recruitment efforts. The information will be kept confidential and when reported, data will not identify any specific individual. Refusal to provide this information will not subject you to any adverse treatment in accordance with City of Madison policies and ordinances, which forbids discrimination-based on this information.

Last name (print clearly) _____ First name _____ Middle name _____ Date _____
Application for position of: _____ Department/Division: _____

VETERAN STATUS: (please check one)

Non Veteran Veteran claiming disability
(DD214 Form and Veterans Disability Form must be attached)

ETHNICITY: (select one or more)

Hispanic/Latino American Indian/Alaskan Native Asian Black/African American
 Native Hawaiian/Other Pacific Islander White/Caucasian Other

GENDER:

Male Female Prefer not to disclose

DATE OF BIRTH: _____ / _____ / _____
Month Day Year

If you should become a finalist in the hiring process, Wilde East Towne Honda will require your date of birth. This information is intended for the sole use of a background investigation process for candidates.

SOCIAL SECURITY NUMBER: _____

The provision of your social security number is not mandatory. It will be used only for applicant tracking purposes. If you choose not to provide your SS# at this time, the Human Resources Department will provide you an arbitrary nine-digit number.

DISABILITY: Do you have a disability? Yes No

Wilde East Towne Honda considers a person with a disability anyone who meets the definition under either the American With Disabilities Act or the Wisconsin Fair Employment Act. You may contact the Human Resources at the number listed below if you need additional information.

If you need reasonable accommodation(s) during the application process due to disability related functional limitations, please notify Wilde East Towne Honda Human Resources Specialist at (608)242-5500 or hr@wildeeasttownehonda.com

I need an accommodation in the hiring/examination process: Yes No

If yes, accommodation requested is (i.e., extended time, reader, alternative test format, other):

***You will be required to provide written verification from a doctor or other authorized person confirming your disability and indicating reasonable accommodation.*

HOW DID YOU LEARN OF THIS VACANCY? _____