



Application for Employment

Name:	Date:
Position you are applying for:	

Personal Information			
Full Name			Social Security #
Address Street		City	State Zip
Email			
Home Phone #	Alternate Phone #	Are you 18 years or older? Y or N	If minor, do you have a work permit? Y or N
Have you worked or applied at any Auto Body Xperts location before? If so, which one(s)?			
How did you find us?	Which shifts are you available for?	Are you available to work overtime? Y or N	Do you have transportation to and from work? Y or N
Have you ever been convicted of a crime other than a minor traffic violation? If yes, list all convictions, stating dates, nature of offense, and where convicted (include military convictions). A CONVICTIONS WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT.			
Position(s) Applied for:		Salary/Rate Expected	Date you can Start:

Education and Training				
Type of School	Name of School (City and State)	Major or Field of Study	Degree Earned	GPA
Vocational or Trade Training:		Professional Licenses:		
List all software programs you have used:		Do you speak any languages besides English? If yes, what language(s)?		
Please circle all skills and list where obtained: *Typing *10-key *Phone Reception *Customer Service *Accounting *H.R. *Sales *Training *Machine Operation *Metal Work *Framework *Mechanical Work *Paint Prep *Paint *Alignment *Welding *Glass *A/C *Upholstery *Detailing *Polishing *Estimating *Parts & Inventory Control *Other(s): _____				
Where obtained:				

Employment History

List your places of employment including temporary and permanent positions. Begin with your most recent or current employer. Be sure to list phone numbers.

MAY WE CONTACT YOUR PRESENT EMPLOYER AT THIS TIME? YES OR NO

Dates of Employment: to	Company (Name and Address)	Phone #:
Job Title:	Reason for Leaving:	Ending Salary Rate:

Briefly list job responsibilities-specific accomplishments-contributions:

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Briefly list job responsibilities-specific accomplishments-contributions:

References

Name:	Name:
Occupations:	Occupations:
Phone Number:	Phone Number:

Disclosure and Authorization

Notice to all applicants: Federal law prohibits the employment of unauthorized aliens. All persons hired must submit proof of employment authorization and identify within three (3) days of being hired. Failure to submit such proof within the time period will result in immediate termination. An offer of employment made to you is contingent on your submission of satisfactory proof of your identity and legal authorization to work in the United States.

By signing the application for employment, I certify that I have read and understand all parts of it and that I have truthfully and completely answered all questions. I understand that falsification of any of the information given here or on any other employment forms is grounds for refusal to hire and if hired, for immediate termination, regardless of when such falsification may be discovered. I agree that Hudsonville Body Shop Inc, Marcott Collision Inc, Holland Collision Inc and Auto Body Xperts Zeeland INC. (the "company") will not be liable in any respect if my employment is terminated because of any such false statements or omissions.

I authorized the Company and its representatives to investigate my education, employment experience, criminal convictions records, motor vehicle records and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. I understand the Company may contact the appropriate credit bureau to obtain an investigative consumer report providing information about my character. I understand I may request (in writing and from the Human Resources Department) a complete and accurate disclosure of information concerning the nature of this report. I also release the Company and its representatives as well as any person to whom such inquiry is directed from any liability arising directly or indirectly from any such investigations.

I understand my employment with the Company is for no define length of time. I understand my employment may be terminated at any time with or without cause at the option of either the Company or myself. I understand that no employee or representative of the Company has any authority to make any agreement which is contrary to the foregoing. If accepted for employment, I agree to comply with all company policies and procedure and with all rules and regulations made known at the time of employment or any other time thereafter and to perform all duties assigned to me to the best of my ability.

I understand and agree that in considering my eligibility for employment, the Company may require me to undergo written aptitude and psychological testing, including drug testing. I further understand that, if employed, the company may, at its discretion and expense, and as a condition of continued employment, require me to submit to the above testing as well as alcohol and/or breathalyzer testing. In the same fashion, the Company may investigate my motor vehicle record reports, with a satisfactory record being a condition of continued employment. I specifically understand, agree and consent to be tested in the above manner and hold the testing agency/agencies. Hudsonville Body Shop Inc, Marcott Collision Inc, Holland Collision Inc and Auto Body Xperts Zeeland INC, it's agent, directors, officers, and employees harmless from any and all liability in connection with the actual testing and the use of test results.

I acknowledge and permit that, from time to time, the Company may require to submit certain information with regards to my employment or application and release from the company, its agents, assigns and organizational units, from any liability resulting from submission of such information.

I understand that the Company does not promote or endorse any employment agencies and will not be held responsible for any cost associated with such services, unless prior written agreements have been made by the Company.

In the event that I am employed by the Company, this application will constitute a full and complete statement of terms and conditions of my employment and that no other contract of employment can be inferred to exist unless specifically agreed to in writing by the President of the company, and further, that I am aware of consequences of signing this application.

The Company. is an equal opportunity employer. All applications for employment will considered without regard to race, color, religion, sex, national origin, disability, or age (over the age of 40). This application will remain active for 45 days. After that time, it must be renewed if I wish to be reconsidered for employment.

Signature: _____ Date: _____