



Employment Application

Anchor Auto Body & Frame.....Since 1979

Personal Data

Date: _____

Name: _____ Social Security Number: _____

Position Applying for: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Message Phone: _____

Do you have a valid driver's license? **Yes** **No** License No. _____ Exp. Date: _____

Do you have adequate transportation to and from work? **Yes** **No**

Have you been cited for a traffic violation of any kind within the last **FIVE** years? **Yes** **No**

If yes, please give date and details: _____

Were you referred by someone? _____

Education

Elementary High School College/University Graduate/Professional

School Name: _____

Years Completed: (Circle) 4 5 6 7 8 9 10 11 12 1 2 3 4 1 2 3 4

Diplomas or Degrees: _____

Describe Course of Study or Major: _____

Describe Specialized Training, Military Experience, Skills & Extracurricular Activities _____

Record of Previous Employment

Please list the names of your previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If you were self-employed, give the business name and supply business references. Attach extra pages if necessary.

Present or Last Employer Employed Salary Your Title or Position Reason for Leaving

From (mo./yr.) _____ Start \$ _____ _____

Address _____

City: _____ State: _____ Zip: _____

To (mo./yr.) _____ Final \$ _____

Name of Last Supervisor _____ Telephone: _____

Previous Employer _____ Employed Salary _____ Your Title or Position _____ Reason for Leaving _____
From (mo./yr.) _____ Start \$ _____
Address _____
City: _____ State: _____ Zip: _____
To (mo./yr.) _____ Final \$ _____
Name of Last Supervisor _____ Telephone: _____

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 Address _____
 City: _____ State: _____ Zip: _____
 To (mo./yr.) _____ Final \$ _____
 Name of Last Supervisor _____ Telephone: _____

References

List professional references who are familiar with the quality of your work, have worked directly with you, and have known you for at least two years.

Name	Occupation	Address	Telephone	Years Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Additional Information

Have you ever been terminated or asked to resign from any job? **Yes** **No**

If yes, explain the circumstances:

Please explain any gaps in your employment history:

May we contact your most current employer? **Yes** **No**

Have you ever pled guilty or "no contest" to, or been convicted of a misdemeanor or felony? **Yes** **No**

If yes, give details and dates of each:

Have you been arrested for any matter for which you are out on bail or on your own recognizance pending trial? **Yes** **No**

Please check any of the following areas or positions that you have held and indicate actual work experience in each:

Administration

- Accounts Payable
- Accounts Receivable
- Bookkeeper
- Cashier
- Computer Accounting
- Data Entry
- Financial Analysis
- Financial Statements
- Insurance Claims
- Job Costing
- Office Manager
- Payroll Clerk
- Real Estate
- Receptionist
- Tax Returns
- Warranty Clerk
- Word Processing

Sales

- Customer Service Representative
- Department Sales Manager
- Leasing Manager
- Phone Sales
- Regional Sales Manager
- Salesperson (New Car)
- Salesperson Retail
- Salesperson Service
- Salesperson (Used Car)
- Salesperson Wholesale

Production

- ABS Brakes
- Air Bag Systems
- Air Conditioning
- Apprentice/Helper
- Automotive Electrical
- Body Technician
- Color Matching
- Cooling Systems
- Computerized Paint Mixing
- Dedicated Jig Systems
- Detailer
- Exhaust Systems
- Frame Technician
- Glass Installation
- Machine Polishing
- Maintenance
- Mechanic
- Mig Welding
- Oxy/Acetylene Welding
- Paint Preparation
- Plastic Repair
- Refinish Technician
- Suspension & Steering
- Universal Bench Systems
- Wheel Alignment

Other

- Advertising/Marketing
- Department Manager
- Estimator
- Insurance Adjuster
- Insurance Appraiser
- Inventory Control
- Parts Counter Person
- Parts Manager
- Production Manager
- Purchasing Agent
- Service Manager
- Service Writer/Advisor
- Shop Foreman
- Shop Manager

Remarks and Special Qualifications: (Please include any computer systems and programs with which you are familiar.)

I hereby certify that all the information that I provided on this application is true and correct.

Signature of Applicant

Date