



Employment Application

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) Applied For _____ Date _____

Referral Source School Employee Relative/Friend Radio
 Job Board Employment Agency Social Media
 Other _____

Name _____
 (Last Name) (First Name) (Middle Name)

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Email _____

Have you ever filed an application at Lane Automotive, Inc. before? Yes No

If yes, give Date(s) _____ and Position(s) _____

Have you ever been employed by Lane Automotive? Yes No

If yes, give Dates From _____ To _____

If you are under 18 can you furnish a work permit? Yes No

If no, please explain _____

Are you legally eligible for employment in this country? Yes No

Will you relocate if the job requires it? Yes No

Will you travel if the job requires it? Yes No

Date available for work _____ Desired salary? \$ _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Indicate your availability to work: Days Nights Weekends

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

Are you willing to work overtime and be flexible on shift assignments if required? Yes No

If no (or cannot), please explain _____

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

If yes, please provide date(s) and details _____

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's License Number (if driving is an essential job function) _____ State _____



Educational Background

List last three (3) schools attended, starting with most recent. List the number of years completed. Indicate degree or diploma earned, if any, along with grade point average. Include major and minor fields of study (if applicable).

School/Address	Years Completed	Did You Graduate?	Grade Point	Major	Minor

References

List three (3) business/work references. If not applicable, list three school or personal references. Do not list relatives.

Name	How do you know this reference?	Years Known	Telephone

Additional Information

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Why should we hire you?



Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

Employer	Telephone	Date Employed From	Date Employed To	Type of work performed and your job responsibilities
Street Address, City, State, Zip				
Starting Job Title And Final Job Title		Starting Rate Of Pay	Per	
Immediate Supervisor And Title		Final Rate Of Pay	Per	
May We Contact For Reference?		Reason For Leaving		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Employer	Telephone	Date Employed From	Date Employed To	Type of work performed and your job responsibilities
Street Address, City, State, Zip				
Starting Job Title And Final Job Title		Starting Rate Of Pay	Per	
Immediate Supervisor And Title		Final Rate Of Pay	Per	
May We Contact For Reference?		Reason For Leaving		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Employer	Telephone	Date Employed From	Date Employed To	Type of work performed and your job responsibilities
Street Address, City, State, Zip				
Starting Job Title And Final Job Title		Starting Rate Of Pay	Per	
Immediate Supervisor And Title		Final Rate Of Pay	Per	
May We Contact For Reference?		Reason For Leaving		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Explain any gaps in employment.

Skills And Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying



Applicant Statement

I certify that all information I have provided in order to apply for and secure work with Lane Automotive, Inc. is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, Lane Automotive, Inc., its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Lane Automotive, Inc. does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Lane Automotive, Inc. reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing expressed language are valid unless they are in writing and signed by the company ownership.

I agree that any action or suit against Lane Automotive, Inc. arising out of my employment or termination of employment, including but not limited to, claims arising under State, or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary. I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Do Not Sign Until You Have Read The Above Applicant Statement

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____

Upon submitting this form, it will be attached to an email. You will have the opportunity to attach additional relevant documents such as a resume before pressing send.

We would appreciate your filling out Page 5, the Affirmative Action Voluntary Information Form.



Affirmative Action Voluntary Information

We consider all applicants for positions without regard to race, color, religion, sex, height, weight, familial or marital status, national origin, citizenship, age, pregnancy, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is voluntary. It is not a part of your official application for employment and will not be used in any employment decision. Upon submittal this data is detached from the employment application. The information provided will be used and kept separate and confidential in accordance with applicable laws and regulations.

Position(s) Applied For _____ Date _____

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 Job Board Employment Agency Social Media
 Other _____

Name of person who referred you (if applicable) _____

Applicant Information

Name _____
(Last Name) (First Name) (Middle Name)

Address _____

City _____ State _____ Zip _____

Telephone _____

Male Female

Please check the following Equal Employment Opportunity Identification Group(s):

White (not of Hispanic origin) Black (not of Hispanic origin) Hispanic
 American Indian/Alaskan Native Asian Multi-Racial (having parents of different races)
 Native Hawaiian/Other Pacific Islander

Decline

Completed By _____ Date _____
(Typed Signature)

Please return to page 4 to submit your application.