

EMPLOYMENT APPLICATION

**Complete Automotive
2238 E Chestnut Expy.
Springfield, Mo. 65802
417-866-6957**

Complete Automotive is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious affiliation, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date: ___/___/___

Position Applied For: _____

PERSONAL INFORMATION

Name: Last

First

Middle

Street

City

State

Zip Code

(____)_____
Home Telephone

(____)_____
Other Telephone

Email Address

____-____-_____
Social Security Number

Driver's License Number

Desired Starting Pay

Federal Law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination. Do you have a legal right to be employed in the U.S.? ___(Yes) ___(No)

Would you accept full-time work? ___(Yes)___(No) Part-time work? ___(Yes)___(No)

Would you work evening hours? ___(Yes)___(No)

Are you of Legal Age to Work? ___(Yes) ___(No) Date Available to work: ___/___/___

1) Have you ever been convicted of a felony? ___(Yes) ___(No) If Yes, please explain.

2) Clean Driving Record ___Yes ___No, Do you have a valid Driver's License Yes ___ No ___

3) Are willing to obtain a chauffeur's license ___ Yes ___ No

EDUCATIONAL HISTORY

HIGH SCHOOL:

Name/City & State Years Completed Degree/Diploma Y/N?

COLLEGE:

Name/City & State Years Completed Degree/Diploma Y/N?

Name/City & State Years Completed Degree/Diploma Y/N?

TECHNICAL/TRADE SCHOOL OR OTHER TRAINING:

Name/City & State Years Completed Degree/Diploma Y/N?

Name/City & State Years Completed Degree/Diploma Y/N?

ASE CERTIFICATIONS:

_____	_____
_____	_____
_____	_____
_____	_____

ANY OTHER TRADE RELATED CERTIFICATIONS?

_____	_____
_____	_____
_____	_____

Mo. State Inspector Lic. ____ (Yes) ____ (No)

WORK AVAILABILITY

- | | | | |
|----|--|-----|----|
| 1) | Do you have any objection to working overtime? | Yes | No |
| 2) | Can you work overtime without prior notice? | Yes | No |
| 3) | Can you work on Saturday? | Yes | No |

EMPLOYMENT HISTORY

Please list all employment for the last five years beginning with your most recent (or current).

1) _____
Company _____ **Position Held** _____

Address _____ **Telephone Number** _____

Supervisor _____ **Wage/Salary** _____

Last day Employed _____ **Start Date of Employment** _____

Reason for Leaving _____

2) _____
Company _____ **Position Held** _____

Address _____ **Telephone Number** _____

Supervisor _____ **Wage/Salary** _____

Last day Employed _____ **Start Date of Employment** _____

Reason for Leaving _____

3) _____
Company _____ **Position Held** _____

Address _____ **Telephone Number** _____

Supervisor _____ **Wage/Salary** _____

Last day Employed _____ **Start Date of Employment** _____

Reason for Leaving _____

4) _____
Company _____ **Position Held** _____

Address _____ **Telephone Number** _____

Supervisor _____ **Wage/Salary** _____

Last day Employed _____ **Start Date of Employment** _____

Reason for Leaving _____

Note: Please indicate with an asterisk (*) if you do not want this Company contacted.

REFERENCES

Please list below the names of three persons not related to you, whom you have known at least two years:

Name/Address	Telephone Number	Years Known
Name/Address	Telephone Number	Years Known
Name/Address	Telephone Number	Years Known

Authorization:

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information that may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.”

Date _____ Signature _____

Interviewed by: _____ Date: _____

TECHNICIAN APPLICATION

ESSENTIAL PHYSICAL REQUIREMENTS

If you are applying for a position that involves servicing vehicles, that position will require at least the following essential physical requirements: (Circle answer)

MOBILITY

Due to the close nature of cars and equipment in a typical shop, an employee will be required to pass through areas as narrow as 18”.

Applicant’s Response:

I can/cannot perform this:

Explain: _____

STRENGTH

Automotive service personnel will be required to remove and replace components on a car. Some of these parts are quite heavy therefore, applicant must be able to pick up and lift over his/her head a 70 lb. Part.

Applicant’s Response:

I can/cannot perform this:

Explain: _____

WORKING ENVIRONMENT

Since our shop is not air conditioned, and the doors are opened often in the winter to bring in cars, the temperature can vary widely. Under extreme conditions the temperature could be as high at 100 degrees or as low as 35 degrees.

Applicant’s Response:

I can/cannot work under these conditions:

Explain: _____

AGILITY REQUIREMENTS

An automotive technician is required to be able to be agile enough to perform the following tasks:

- 1) Get under the hood of a car for long period of time. Get under the dash of a car for long periods of time, and/or get on a creeper to get under a car for long period of time.
- 2) Get in and out of and drive automobiles many times a day.

Applicant's Response:

I can/cannot perform this:

Explain: _____

SELF EVALUATION

To aid us in selecting the best qualified applicant for the automotive servicing position, we want to know more about your knowledge and abilities. All applicants for an automotive servicing position are required to fill out this self-evaluation. It is very important for you to be realistic and truthful in your answers. In the theory section, indicate your knowledge about the operation of these systems. In the diagnosing section, indicate your ability to efficiently diagnose these problems. In the repairs section, indicate your actual ability to make the repairs.

KNOWLEDGE/ABILITY

TOPIC _____ ***None Fair Good*** _____

Theory Section

Four Stroke Cycle	1	2	3	4	5
Clutch	1	2	3	4	5
Clutches/Manual Transmissions	1	2	3	4	5
Automatic Transmissions	1	2	3	4	5
Fuel Induction Systems – Carburetors	1	2	3	4	5
Carbureted Feedback Controls – Closed Loop Operations	1	2	3	4	5
Fuel Induction Systems – Throttle Body Injection	1	2	3	4	5
Fuel Induction Systems – Port Injection	1	2	3	4	5
Fuel Injected Systems O2 feedback – Closed Loop	1	2	3	4	5
Starter/Alternator Operation	1	2	3	4	5
Brake Operation	1	2	3	4	5
Anti-Lock Brake Operation	1	2	3	4	5

Diagnosing Abilities

Engine noises and vibrations	1	2	3	4	5
Emission Failures	1	2	3	4	5
Cooling Systems – Overheating	1	2	3	4	5
Heating/Air Conditioning Systems	1	2	3	4	5
Water/Oil Leaks	1	2	3	4	5
Vacuum Leaks	1	2	3	4	5
Transmission noises and vibrations	1	2	3	4	5
Drive Train noises and vibrations	1	2	3	4	5
Drivability Problems	1	2	3	4	5
Electrical Shorts/Opens	1	2	3	4	5
Fuel Injection Components	1	2	3	4	5
Cold Start Drivability Problems	1	2	3	4	5
Starting/Charging Systems	1	2	3	4	5

KNOWLEDGE/ABILITY

TOPIC _____ **None Fair Good** _____

Specific Repair Ability

Heating/Air Conditioning	1	2	3	4	5
Basic External Engine Repairs	1	2	3	4	5
Heavy (Internal Engine Repairs	1	2	3	4	5
Clutch/Drive Train Repairs	1	2	3	4	5
Manual Transmission Rebuilds	1	2	3	4	5
Automatic Transmission Rebuilds	1	2	3	4	5
Carburetor Rebuilds (regular and feedback)	1	2	3	4	5
Fuel Injection Repairs	1	2	3	4	5
Brake Repair	1	2	3	4	5

Familiarity with Equipment

Four Gas Exhaust Analyzer	1	2	3	4	5
Engine Oscilloscope	1	2	3	4	5
Lab Scopes	1	2	3	4	5
Scan Tools	1	2	3	4	5
R-12/R-13a Recycling Equipment	1	2	3	4	5
CD ROM style Information Systems (Alldata, Mitchell, Etc.)	1	2	3	4	5

“I certify that all the information provided in all sections of this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal”.

Date _____

Signature _____