



Employment Application

Please Print Using Ballpoint Pen

Date of Application _____ Position(s) Applied For _____

Equal Employment Opportunity

Rodland Toyota is committed to equal employment opportunity in all of its employment practices. Decisions involving every aspect of the employment relationship are made without regard to an employee's race, color, creed, religion, sex, age, national origin, marital status, veteran status, or any other status or characteristic protected under applicable state or federal law, unless it is a bono fide occupational requirement necessary to the normal operation of the business.

United States Citizenship

Only U.S. citizens or aliens who have a legal right to work and remain permanently in the U.S. are eligible for employment at Rodland Toyota. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States?

I am a United States Citizen

I am not a United States Citizen, but I have a legal right to work and remain permanently in the United States as described:

PERSONAL

Full Name		First	Middle	Last
Present Address		Street		City
		State	Zip	
How Long at This Address?		Years	Months	Email Address
				Home Phone
Permanent Address If Different From Above		Street		City
		State	Zip	
Are Any Of Your Friends Or Relatives Employed With Rodland Toyota?		Name	Relationship	Department
Have You Ever Worked For Rodland Toyota In The Past?		Previous Position		Approximate Date (Mo/Yr)
		Reason For Leaving		
How Were You Referred To Rodland Toyota?				

General Information

Expected Wage _____	<input type="checkbox"/> Per Month	<input type="checkbox"/> Per Hour	Date Available For Work	Available to Work
			<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
			<input type="checkbox"/> Overtime	
Preferred Schedule				
<input type="checkbox"/> I am available and desire to work FULL-TIME, and do not have restrictions on my hours and days.				
<input type="checkbox"/> I am available and desire to work PART-TIME.				
<input type="checkbox"/> I am ONLY available for PART-TIME work because:				
<input type="checkbox"/> Student <input type="checkbox"/> Other Job <input type="checkbox"/> Other, Explain:				

General Information (Cont.)

Hours Available

Day	From	To	Day	From	To
D Sunday	am pm	am pm	D Thursday	am pm	am pm
D Monday	am pm	am pm	D Friday	am pm	am pm
D Tuesday	am pm	am pm	D Saturday	am pm	am pm
D Wednesday	am pm	am pm			

Education

High School	Name of School	Last Grade Level Attended
	City and State	
	Major Subject	D Graduated
College, Graduate, Trade, or Business School	Name of School	Last Grade Level Attended
	City and State	Degree
	Major Subject	D Graduated
College, Graduate, Trade, or Business School	Name of School	Last Grade Level Attended
	City and State	Degree
	Major Subject	D Graduated
College, Graduate, Trade, or Business School	Name of School	Last Grade Level Attended
	City and State	Degree
	Major Subject	D Graduated

Employment History

Please Begin With Your Most Recent Employment

Have you ever been discharged from any employment or forced to resign?

D No **D** Yes, Explain:

Employer 1	Company Name	Employment Period	Describe Your Position & Duties		
	Address			From	
	City, State, Zip			To	
	Phone	Wages		Reason For Leaving	
	Type of Business				Starting
	Name & Title of Supervisor				Ending
Employer 2	Company Name	Employment Period	Describe Your Position & Duties		
	Address				From
	City, State, Zip				To
	Phone	Wages		Reason For Leaving	
	Type of Business				Starting
	Name & Title of Supervisor				Ending

Employment History (cont.)

Employer 3	Company Name	Employment Period	Describe Your Position & Duties		
	Address			From	
	City, State, Zip			To	
	Phone	Wages		Reason For Leaving	
	Type of Business				Starting
	Name & Title of Supervisor				Ending
Employer 4	Company Name	Employment Period	Describe Your Position & Duties		
	Address				From
	City, State, Zip				To
	Phone	Wages		Reason For Leaving	
	Type of Business				Starting
	Name & Title of Supervisor				Ending

Additional Experience Or Qualifications

Summarize special skills and qualifications, volunteer activities, military experience, hobbies, employment or other activities related to the job you are seeking and which you would like to be considered in connection with your employment.

References

List Persons Who Have Contributed To Your Success

Name	Occupation
Address	Title
City, State, Zip	How Long Known?
Phone	
Name	Occupation
Address	Title
City, State, Zip	How Long Known?
Phone	

Supplemental Questions

1. Rodland Toyota is a people business with customer service as our number one priority. We define "truly exceptional" customer service as "REAL SERVICE". Define what "truly exceptional" service is to you?

2. What brings you to Rodland Toyota and why are you interested to being part of our team?

3. What qualities do you have that will make you a great fit for the position you are applying for?

4. Please tell us about your last or current position? What did you love and what did you not like?

5. What is success to you? What do you do to achieve that success?

6. How would you define a productive work atmosphere?

7. Describe a time when you experienced a c-worker that was not pulling their weight. What do think should be done about an employee who is not doing their fair share of work?

8. What area of your skills/development needs improvement and how will this be accomplished?

9. What is your greatest strength? Your greatest weakness?

10. What motivates you?

11. Who is primarily responsible for your safety?

**RODLAND MOTOR COMPANY
DISCLOSURE AND AUTHORIZATION FORM
TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES**

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, RODLAND MOTOR COMPANY ("the Company") may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc., and/or Background Source.

For explanation purposes:

- A "consumer report" is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may included, for example, credit information, criminal history reports, or driving records; and
- An "investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act ("FCRA").

Under the FCRA, before the company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize the Company to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, retention, or discipline. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I do do NOT authorize you to contact my current employer for Employment and Reference Verifications.

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

Applicant Signature: _____

Date: _____

Applicant Name Printed: _____

Please complete Personal Data form on NEXT PAGE to continue

**RODLAND MOTOR COMPANY – INTELLICORP RECORDS, INC. and/or BACKGROUND SOURCE
PERSONAL DATA FORM**

LAST NAME (LEGAL)

FIRST NAME (LEGAL)

MIDDLE NAME (FULL)

CURRENT ADDRESS

DATES LIVED HERE

ADDRESSES FOR THE PAST SEVEN (7) YEARS Including Street/City/State/Zip

DATES OF RESIDENCE:

DATE OF BIRTH

SOCIAL SECURITY NUMBER

DRIVERS LICENSE # / STATE ISSUED

OTHER NAMES USED:

Include Maiden Names/Prior Married Name(s)/AKA/Nicknames:

Years of Use:

EMAIL ADDRESS (MAY BE USED FOR OFFICIAL CORRESPONDENCE)

I have the right to make a request to INTELLICORP RECORDS, INC. and/or BACKGROUND SOURCE upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which INTELLICORP RECORDS, INC. and/or BACKGROUND SOURCE has previously furnished within the two year period preceding my request.

I certify that all elements of personal data I have provided are true, accurate, and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on the application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

Applicant Signature: _____

Date: _____

Applicant Name Printed: _____

Notification And Agreement

Please read the following statements carefully before signing this application. **Only those applications that are complete, signed and dated are considered valid.** If you have any questions regarding this statement, please ask them before signing. Your application will be given every consideration, but its receipt does not imply you will be employed.

Certain positions at this company may not be held by persons convicted of certain crimes. If you are applying for such a position and have been convicted of a crime, please note so below. If more room is needed, please give details on a separate sheet of paper:

Signature of this application gives the employer authority to run a Motor Vehicle Record report. Our insurance company may also run a report. If the position you are applying for constitutes driving a motor vehicle, it is imperative that a good driving record exists.

I certify that all answers and statements I have made on this application (and any other accompanying or required documents are true and complete without omissions. I understand that any falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

Initials _____

I understand that my employment may be subject to the satisfactory results of any examination required by Rodland Toyota, including a mandatory blood and/or urine test to detect drug or alcohol usage and hereby submit to said testing. I agree to conform to all rules and regulations of the company as they presently exist or are later modified. ***I recognize that my employment can be terminated at the discretion of Rodland Toyota or at my option, without notice, at any time, except as specifically set forth in writing in a current written agreement signed by the President and/or General Manager of Rodland Toyota.***

Initials _____

I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Rodland Toyota or myself for employment for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the President and/or General Manager of Rodland Toyota.

Initials _____

I understand and agree to enter into a binding Arbitration Agreement with the Company as a term and condition of employment consideration or hired at Rodland Motor Company. This agreement basically states that if there is a dispute by either party, regarding employment and/or termination of employment, that an arbitration hearing shall be conducted, and issues decided by one neutral arbitrator. This agreement may be superseded by some state or federal laws. I agree that if I am hired and then refuse to sign the Arbitration Agreement, my employment will be immediately terminated. I understand that nothing in the forgoing creates a promise or a contract to hire me.

Initials _____

I acknowledge that I have read, understand, and agree with the above. In addition, I hereby authorize any of the persons of organizations named in the application (or other accompanying or required documents) to give you complete information and records regarding my employment, education, character and qualifications. This application is valid for only sixty (60) days from the date signed. If I want to be considered for job openings more than sixty (60) days from the date signed, I will submit a new application.

Initials _____

Date

Signature of Applicant

**Please DELIVER in Person to:
Rodland Toyota
6816 Evergreen Way
Everett, WA 98203**