

**APPLICATION FOR EMPLOYMENT**  
**Carfix, INC.**

We are 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 persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Please complete all sections and answer all questions. Please complete this application on site. Incomplete applications or applications not completed on site will not be considered for an interview. If you need more space to complete any section of this application, please continue on the back of the page.

DATE: \_\_\_/\_\_\_/\_\_\_

Position being applied for: \_\_\_\_\_

**Applicant Information\***

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name: Last First Middle

\_\_\_\_\_  
Street/City / State / Zip Code

(\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_\_) - \_\_\_\_\_

Home Phone Cell Phone

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Driver's License Number / State / Expiration Date \*\* Date of Birth (Month/Day/Year) \*\*

\* 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.) before three days of being hired. By completing and signing this application you attest that you are legally eligible to work in the United States.

\*\* This position requires a current driver's license and a clean driving record. By listing your driver's license number and date of birth, you authorize Carfix, Inc. to access your driving record to determine insurability under our company plan. Date of birth is used only for the purpose of securing a driver's record review.

**General Questions**

1. Have you ever been convicted of a felony or misdemeanor? If yes, please provide details for each occurrence: \_\_\_\_\_
2. Have you ever been convicted of a DUI or DWI? If yes, please provide details for each occurrence: \_\_\_\_\_
3. Is there any information we need about your name or use of another name for us to be able to check your work record? If yes, please specify: \_\_\_\_\_
4. Wage desired: \$ \_\_\_\_\_ per \_\_\_\_\_
5. How will you get to work? \_\_\_\_\_
6. Have you applied for employment at Carfix before? If yes, when? \_\_\_\_\_
7. Do you have any relatives or acquaintances that are or have been employed by Carfix, Inc.? If yes, please specify: \_\_\_\_\_

**Work Availability**

1. If you are offered employment, when will you be available to begin work? \_\_\_\_\_
2. Do you have any objection to working overtime? YES NO
3. Can you work overtime without prior notice? YES NO
4. Can you work on Saturdays? YES NO
5. Are there any hours you cannot work? YES NO If yes, please explain: \_\_\_\_\_

**Essential Physical Requirements:**

You are applying for a position in a field that involves automotive repair and working in a shop environment, that position will require at least the following essential physical requirements of all staff (technician or otherwise):

**MOBILITY:** Due to the close nature of cars and equipment in a typical shop, an employee would be required to pass through areas as narrow as 18". Can you perform the above described task? YES / NO (Circle your answer.) If you cannot, please explain: \_\_\_\_\_

**STRENGTH:** Automotive service personnel will be required to remove and replace components on a car. These parts can be rather heavy. An automotive service employee is required to be able to pick up and lift over his/her head a 70 lb. part. Can you perform the above described task? YES / NO (Circle your answer.) If you cannot, please explain: \_\_\_\_\_

**WORKING ENVIRONMENT:** Our shop has very limited climate control, the doors are opened often and temperatures can vary widely. Under extreme conditions, the temperature could be as high as 110 degrees and as low as 30 degrees. Can you work in the above described conditions? YES / NO (Circle your answer.) If you cannot, please explain: \_\_\_\_\_

**AGILITY REQUIREMENTS:** An automotive service person is required to be agile enough to perform the following tasks: Get under the hood of a car for long periods of time / Get under the dash of a car for long periods of time / Get on a creeper and get under a car for long periods of time / Get into and out of automobiles many times a day / Drive many types of automobiles many times a day. Can you perform the above described tasks? YES / NO (Circle your answer) If you cannot, please explain: \_\_\_\_\_

Are there any special but reasonable accommodations you require to be able to perform the job duties as described in the supplied job task description? YES / NO If yes, please explain: \_\_\_\_\_

**Educational/Training History**

**HIGH SCHOOL**

\_\_\_\_\_  
School Name / Location                      Years Completed      Diploma YES / NO

**COLLEGE**

\_\_\_\_\_  
School Name / Location                      Years Completed      Degree YES / NO

**TECHNICAL TRAINING**

\_\_\_\_\_  
School Name / Location                      Years Completed      Graduated YES / NO

Please list all current ASE Certifications and expiration dates: \_\_\_\_\_

Please list any other current industry certifications with expiration dates: \_\_\_\_\_

Please list any other automotive industry training you have completed within the last year: \_\_\_\_\_

**Other**

Please provide any other information you would like considered as part of your application: \_\_\_\_\_

**Employment History**

---

|                                    |                                |                  |
|------------------------------------|--------------------------------|------------------|
| <b>Company Name</b>                | <b>Position Held</b>           |                  |
| <b>Address</b>                     | <b>City / State / Zip Code</b> |                  |
| <b>Date of Hire / Date of Exit</b> | <b>Supervisor Name</b>         | <b>Telephone</b> |
| <b>Wage/Salary</b>                 | <b>Reason for Leaving</b>      |                  |

---

|                                    |                                |                  |
|------------------------------------|--------------------------------|------------------|
| <b>Company Name</b>                | <b>Position Held</b>           |                  |
| <b>Address</b>                     | <b>City / State / Zip Code</b> |                  |
| <b>Date of Hire / Date of Exit</b> | <b>Supervisor Name</b>         | <b>Telephone</b> |
| <b>Wage/Salary</b>                 | <b>Reason for Leaving</b>      |                  |

---

|                                    |                                |                  |
|------------------------------------|--------------------------------|------------------|
| <b>Company Name</b>                | <b>Position Held</b>           |                  |
| <b>Address</b>                     | <b>City / State / Zip Code</b> |                  |
| <b>Date of Hire / Date of Exit</b> | <b>Supervisor Name</b>         | <b>Telephone</b> |
| <b>Wage/Salary</b>                 | <b>Reason for Leaving</b>      |                  |

**Note: We prefer at least 5 years of employment history if not more. Use the back of this page to list additional employers, if necessary. We may contact some of the employers listed on this application unless you specifically exclude them. Please list any employers you do not want us to contact and your reason for the exclusion:**

---

---

**I attest that all the information provided in all sections of this application is accurate and truthful. I further acknowledge that providing false information on this application would seriously jeopardize my chances to gain employment with the company. I also understand that if any false information is discovered after being hired that this would constitute grounds for immediate termination of employment.**

**I authorize Carfix to contact former employers and educational institutions regarding my employment and education. I authorize my former employers and education institutions to fully and freely communicate information regarding my previous employment, attendance and grades.**

---

**Signature of Applicant**

---

**Date**