

## Application for Employment

### West Ave. Automotive & Transmission

We are an equal opportunity employer and make employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. If you need an accommodation in completing this application, please notify a representative of the organization.

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Position(s) applied for or type of work desired: \_\_\_\_\_

Date you will be available to start work: \_\_\_\_\_

Are you willing to work hours other than 8-5? **Yes or No**

Are you willing to work Saturday? **Yes or No**

Do you have any objection to working overtime if necessary? **Yes or No**

Can you travel if required by this position? (to training or to drive customers or cars) **Yes or No**

Driver's license number (state and number): \_\_\_\_\_ State issued? \_\_\_\_\_

Commercial Driver's License **Yes or No**

Do you speak a language other than English? **Yes or No** If yes, what language? \_\_\_\_\_

Can you read and/or write in another language other than English? **Yes or No** If yes, what? \_\_\_\_\_

If you are under 18, can you furnish a work permit if it is required? **Yes or No**

Do you have any traffic violations that have occurred in the past 3 years? **Yes or No**

Do you have any DUI that have occurred in the past 3 years? **Yes or No**

Have you been convicted of a felony or subjected to deferred adjudication on a felony charge in the past 3 years? **Yes or No**

If your answer is "Yes" please explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will.

## Employment History

Please provide all employment information for your past three employers starting with the most recent.

**1. Employer:** \_\_\_\_\_

Position/s held: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Summary of duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**2 Employer:** \_\_\_\_\_

Position/s held: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Summary of duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**3. Employer:** \_\_\_\_\_

Position/s held: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Summary of duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## Other Skills and Qualifications/ Certifications

Summarize any job related training, skills, computer knowledge, licenses, certifications and any other information you believe is relevant to your qualifications for this job:

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Educational History:

Type of School	Name of School	Degree/Diploma/Date
High School		
College		
Business or Trade School		
Professional School		

### Release

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references.

I understand that any intentional misrepresentation or material omission made by me on this application may constitute grounds for rescission of a job offer or immediate termination of employment if I am employed, without notice, whenever it may be discovered.

**I agree to allow West Ave. Automotive & Transmissions and its representative agent to perform a background check on me.**

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

**I understand that this is a drug free workplace and consent to compliance with this policy and occasional random drug testing as a condition of employment.**

I also understand that, if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I have read and fully understand the foregoing statements and I seek employment under these conditions.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Applications can be emailed back to the business or mailed or delivered personally:

[Desi@westaveautomotive.com](mailto:Desi@westaveautomotive.com)

West Ave Automotive & Transmission

12441 West Ave.

San Antonio, TX 78216

210-530-1103