



Service Manager/Advisor Application

Instructions

- #1 ... please print legibly and complete all sections on both sides of the application
#2 ... this application must be completed in your own handwriting
#3 ... double-check your completed application for accuracy
#4 ... sign and date the application on the reverse side once you have completed it

name last first middle initial
current address street city state zip code
day time phone number evening phone number
cell phone e-mail address
how long have you resided at the above address?
did someone refer you to our company? if "yes", who?

Qualifications

please rate your Sales Skills on a level of #1 - #10 #
why did you choose that number?
please rate your Management Skills on a level of #1 - #10 #
why did you choose that number?
please rate your Administrative Skills on a level of #1 - #10 #
why did you choose that number?
are you ASE Certified? (C-1 certification)
please list 5 separate words that best describe you.
which Shop Management Software Programs are you proficient with:
which Estimating Programs are you proficient with:
High school graduate Trade school graduate College Degree
are you able to provide a resume that reflects your educational history?
please list any sales or management courses you have taken within the past 2 years:
activities & interests (hobbies, etc)
have you ever been convicted of a felony? are you willing to authorize a criminal background investigation?
are you willing to participate in any drug free workplace program we presently have, or put into effect?
do you have a valid drivers license? are you willing to supply us with a state issued report of your driving record?
if hired, when would you be able to start?

This employment application is continued on the other side

Employment History
beginning with your present employer

from ____/____/____ to ____/____/____ date month year date month year	_____ company name
_____ company address	\$ _____ gross pay - hourly? salary? commission? salary plus commission?
_____ city and state	_____ why did you leave or why are you looking to leave the company?
from ____/____/____ to ____/____/____ date month year date month year	_____ company name
_____ company address	\$ _____ gross pay - hourly? salary? commission? salary plus commission?
_____ city and state	_____ why did you leave the company?
from ____/____/____ to ____/____/____ date month year date month year	_____ company name
_____ company address	\$ _____ gross pay - hourly? salary? commission? salary plus commission?
_____ city and state	_____ why did you leave the company?
can we contact all your past employers? _____ and your present employer? _____	

References

only list the people you have known more than a year

Please include 3 Friends, 1 Service Advisor and 1 Technician

name of a non-family member	length of time known	relationship	area code and phone number
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Acknowledgement and Authorization

IMPORTANT INFORMATION!

This application is not an employment contract, nor an agreement to interview, and I understand that any employment can be terminated at any time, for any cause, without notice. I further understand that no person other than the business owner has the authority to enter into an Employment agreement with me, or make any guarantee as to the length, terms or conditions of any such employment. I certify that to the best of my knowledge all of the information contained in this application is correct. I also authorize the investigation of all statements contained in this application and I understand that any misrepresentation, falsification, or omission of facts from this application, will be cause for immediate dismissal.

_____ signature

_____ date of application

