

Youngstedt's Service Center's, Inc.

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, or any other legally protected status.

HOW DID YOU LEARN ABOUT US? Walk-in Advertisement (Which One) _____
 Friend Relative College Placement Service Former Employee (name) _____
 Employee Referral (employee name) _____

PERSONAL INFORMATION

NAME: _____
(Last) (First) (Middle Initial)

ADDRESS: _____
(Street) (City) (State) (Zip Code)

DAY-TIME PHONE NUMBER: (_____) _____ - _____ EVENING PHONE NUMBER: (_____) _____ - _____

STATE ISSUED DRIVERS LICENSE NUMBER: _____
(Such information is required only if applying for a position which you will be required to drive either customer or company vehicles) (State)

SOCIAL SECURITY NUMBER: _____ - _____ - _____

Are you 18 years of age or older? Yes No If no, can you provide required proof of your eligibility to work? Yes No

Can you, after employment, submit verification of your legal right to work in the United States? Yes No

Are you on layoff and Subject to recall? Yes No

Are you presently employed? Yes No Does your present employer know you plan on leaving? Yes No

Why do you desire to make a change? _____

May we contact your present employer? Yes No

Have you ever been bonded? Yes No

EMPLOYMENT HISTORY

Have you applied for a job with us before? Yes No

Have you ever worked for us before? Yes No

Have you ever been convicted of a crime other than a minor traffic violation? Yes No If yes, state date, court and place where offense occurred?

(Such conviction may be relevant if job related, but does not bar you from employment.)

Have you ever been discharged or requested to resign from a position? Yes No If yes, please explain:

Have you ever held a position of trust (handling money or confidential material)? Yes No

POSITION APPLYING FOR: _____ DATE AVAILABLE _____

TYPE OF EMPLOYMENT: FULL-TIME PART-TIME Hours Available FROM: _____ am/pm TO: _____ am/pm

DAYS AVAILABLE: (Circle all that apply) SUN. MON. TUES. WED. THUR. FRI. SAT.

WILL YOU WORK OVERTIME IF REQUIRED: Yes No

EMPLOYMENT HISTORY CONTINUED

List last four employers, assignments or volunteer activities, **starting with the most recent**. Explain any gaps in employment in comments section below.

Please print and fill in all the spaces.

1. Name of Most Recent Employer: _____

Address: _____

Telephone Number: (____) _____ - _____ Immediate Supervisor Name and Title: _____

Your Job Title: _____ Date Hired ____/____/____ Date Left ____/____/____

Job Duties Included: _____ Last Rate of Pay \$ _____

Reason for Leaving: _____

2. Name of Previous Employer: _____

Address: _____

Telephone Number: (____) _____ - _____ Immediate Supervisor Name and Title: _____

Your Job Title: _____ Date Hired ____/____/____ Date Left ____/____/____

Job Duties Included: _____ Last Rate of Pay \$ _____

Reason for Leaving: _____

3. Name of Previous Employer: _____

Address: _____

Telephone Number: (____) _____ - _____ Immediate Supervisor Name and Title: _____

Your Job Title: _____ Date Hired ____/____/____ Date Left ____/____/____

Job Duties Included: _____ Last Rate of Pay \$ _____

Reason for Leaving: _____

4. Name of Previous Employer: _____

Address: _____

Telephone Number: (____) _____ - _____ Immediate Supervisor Name and Title: _____

Your Job Title: _____ Date Hired ____/____/____ Date Left ____/____/____

Job Duties Included: _____ Last Rate of Pay \$ _____

Reason for Leaving: _____

COMMENTS (Include explanation of any gaps in employment) _____

EDUCATIONAL BACKGROUND

	Name and address	Course of study	Years completed	Degree Diploma
Grade School				
Middle School				
High School				
College				
Other (specify)				

Is there any school activity that you are currently involved in that would interfere with your attendance at this job? Yes No
 If yes, please explain: _____

SKILLS AND QUALIFICATIONS

Summarize special skills, certificates, qualifications acquired from employment or other experiences that may qualify you to at the position you are applying for.

REFERENCES

List name and telephone number of three business/work references who are not related to you, living with you or were your previous supervisors. If not applicable, list three school or personal references who are not related to or living with you.

Name	Telephone Number	Years Known

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from Youngstedt's Service Centers, Inc. if I have been employed. Furthermore, I understand that just as I am free to resign at any time, Youngstedt's Service Centers, Inc. reserves the right to terminate my employment at any time, with or without notice. I understand that no representative of Youngstedt's Service Centers, Inc. has the authority to make any assurances to the contrary.

I give Youngstedt's Service Centers, Inc. the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability Youngstedt's Service Centers, Inc. and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Youngstedt's Service Centers, Inc. is an Equal Opportunity Employer. Youngstedt's Service Centers, Inc. does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for 60 days. At the conclusion of that time, if I have not heard from Youngstedt's Service Centers, Inc. and still wish to be considered for employment, it will be necessary to fill out a new application.

Applicants Signature: _____ **Date:** _____

Youngstedt's Service Center's, Inc.

CONSENT TO OBTAIN INFORMATION FOR EMPLOYMENT PURPOSES

I hereby give my permission to Youngstedt's Service Centers Inc. to make whatever inquires it deems necessary to process my application.

I understand that I may be bonded if employed. I agree to submit myself for medical examination and/or testing as permitted by law, if required. I authorized Youngstedt's Service Centers Inc. to make permissible inquires of: consumer reporting agencies; schools; credit reporting agencies; previous employers; retail associations; government agencies, including the Minnesota Department of Labor, Workers' Compensation Division; and private individuals regarding my character, employment record and any record of shoplifting or theft. I further authorize such parties to issue the applicable records to Youngstedt's Service Centers, Inc.. I agree to release all parties from all liability for any damages that may result from giving or receiving such information.

I understand that my employment and/or retention may be determined in whole or in part based on the reports issued by such agencies to Youngstedt's Service Centers, Inc., and that I may be disqualified from consideration or terminated as a result of the information obtained.

Your application for employment is being considered. In order to fully evaluate all factors that may effect your employment status, a consumer report may be obtained or prepared.

You have the right to receive a copy of any report pertaining to you that is prepared or obtained by a prospective employer. If you would like a free copy of any report obtained or prepared, please check:

_____ Please send me, FREE, copies of any reports obtained or prepared in the process of reviewing my qualifications for employment.

PLEASE PRINT

NAME: _____

PREVIOUS NAME: _____

ADDRESS: _____

PREVIOUS ADDRESS: _____

SOCIAL SECURITY NUMBER _____ - _____ - _____

DRIVERS LICENSE NUMBER: _____ STATE: _____

APPLICANTS SIGNATURE: _____ DATE: _____