



## Application for Employment – Service Advisor

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Position Applied for \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_ Yes \_\_\_\_ No Soc. Sec. # \_\_\_\_\_

If you are not a citizen of this country do you have a permit? \_\_\_\_ Yes \_\_\_\_ No

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Education

Please record your education below

	<u>Name of school</u>	<u>City and State</u>	<u>Highest Grade level</u>
High School	_____	_____	_____
Bus /Trade	_____	_____	_____
College / Univ.	_____	_____	_____

### Previous Employment and References

(Starting with most recent position)

Name of firm \_\_\_\_\_

City \_\_\_\_\_ Phone \_\_\_\_\_

Name of supervisor \_\_\_\_\_

Nature of business \_\_\_\_\_

Dates of employment \_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_

Position(s) held \_\_\_\_\_

Ending salary per hour \_\_\_\_\_

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

**Name of Firm**

City \_\_\_\_\_ Phone \_\_\_\_\_

Name of supervisor \_\_\_\_\_

Nature of business \_\_\_\_\_

Dates of employment \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Position(s) held \_\_\_\_\_

Ending salary per hour \_\_\_\_\_

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

**Name of firm**

City \_\_\_\_\_ Phone \_\_\_\_\_

Name of supervisor \_\_\_\_\_

Nature of business \_\_\_\_\_

Dates of employment \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Position(s) held \_\_\_\_\_

Ending salary per hour \_\_\_\_\_

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

**Personal References**

Please give the names and addresses of four technicians to whom you have worked within the automotive related industry.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

How did you hear about this job opening? \_\_\_\_\_

**Technical Qualifications**

If you are applying for a position as a technician, are you ASE certified?

Yes                      No

If ASE Certified, mark below the areas of certification:

_____ Engine performance	_____ Electrical systems
_____ Engine Repair	_____ Brakes
_____ Automatic Transmissions/Transaxles	_____ Man. Drivetrains and Axles
_____ Suspension and Steering	_____ Heating and Air Conditioning
_____ Emission Controls	

Do you have a current ASE LI certification?            Yes            No

Below rate your experience on the following systems:

	Master Tech	Journey Level	Apprentice Level	Little or none
Engine Performance/Tune	_____	_____	_____	_____
Elec. & Computer Diagnosis	_____	_____	_____	_____
Smog Testing and Diagnosis	_____	_____	_____	_____
Heating and A/C	_____	_____	_____	_____
Engine Repair	_____	_____	_____	_____
Brakes, Suspension & Steering	_____	_____	_____	_____
Automatic Transmissions	_____	_____	_____	_____
Manual Transmissions	_____	_____	_____	_____
Routine Maintenance & Servicing	_____	_____	_____	_____

If you were to specialize on any systems, which systems would you choose?

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Below rate the make of cars you feel you have the most experience

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Below rate the makes of cars you feel you have the least or no experience.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

What makes of Diagnostic Scopes are you familiar and comfortable with?

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What makes of Scanners are you familiar and comfortable with?

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## Applicant Inquiry

1. Desired Annual Earnings: \_\_\_\_\_

2. Four Benefits Most Important to You:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

3. Would you prefer additional pay rather than some or all benefits?

Yes     No

4. If so which benefits are least important?     a     b     c     d

5. Software: I am proficient in the following software programs: \_\_\_\_\_  
\_\_\_\_\_

6. I own tools with an estimated value of \$ \_\_\_\_\_

7. Please list any special certifications, skills or points that you would like considered in making hiring decisions: \_\_\_\_\_

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Do you have any physical problems that will restrict your abilities to service and repair cars, such as lift heavy objects like wheels, cylinder heads, etc. And bending over for long periods of time while working under the hoods of cars ?    \_\_\_ Yes \_\_\_ No.

If yes please explain.

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Do you possess a valid driver's license?    Yes    No    License #-\_\_\_\_\_

Do you possess a clean 3 year driving record?    Yes    No

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, financial or mental history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application interview(s) may result in discharge. I understand, also , that I am required to abide by all rules and regulations of the company.

Signature of applicant

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_