



Dear Applicant,

We cannot continue to achieve growth without highly motivated employees who want to be recognized for high quality work. Thank you for your time and interest in our company. We are an equal opportunity employers.

To process your application in a timely manner, please provide all information requested on the application. We must have a telephone number of your last employer. If your employer is no longer in business then provide the last known phone number. Provide us with at least three other references with telephone numbers where requested.

Your application will be reviewed and you will be considered for any positions available based on your qualifications. If you are enclosing a resume with your application; there is no need to copy the information onto the application.

Studio Hotrods, Inc.
Human Resources Department

Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. 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. Equal access to employment services and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant Name(First/Middle/Last): _____ Date: _____

Address: _____ City: _____ State/Zip code: _____

Telephone #: _____ Social Security #: _____

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

Type of employment desired: _____ Full-time _____ Part-time _____ Temporary

Salary desired: _____

Date you will be available to start work: _____

Are you able to meet the attendance requirements? _____ Yes _____ No

Do you have any objection to working mandatory overtime? _____ Yes _____ No

Can you travel if required by this position? _____ Yes _____ No

Have you ever been previously employed by our organization? _____ Yes _____ No

Can you submit proof of legal employment authorization and identity? _____ Yes _____ No

Are you 18 years old or older? _____ Yes _____ No

Have you ever been convicted of a crime in the last 7 years? _____ Yes _____ No

If yes, please explain (a conviction will not automatically bar employment):

Drivers license number (if driving is an essential job duty): _____

How were you referred to us? _____

Employment History

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

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed from _____ to _____ Pay Rate: _____

Job Summary: _____

Reason for leaving: _____

Employer: _____ Position held: _____

Address: _____ Telephone #: _____

Immediate supervisor and title: _____

Dates employed from _____ to _____ Pay Rate: _____

Job Summary: _____

Reason for leaving: _____

Employer: _____ Position held: _____
Address: _____ Telephone #: _____
Immediate supervisor and title: _____
Dates employed from _____ to _____ Pay rate: _____
Job Summary: _____
Reason for leaving: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

List School name and location, years completed, course of study, and any degrees earned:

High School: _____
College: _____
Technical Training: _____
Other: _____

References

List 3 references names, telephone numbers, and years known (do not include relatives or employers):

Name	Phone #
_____	_____
Name	Phone #
_____	_____
Name	Phone #
_____	_____

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 also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

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 it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

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 represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant's signature: _____ Date: _____

CANDIDATE ACKNOWLEDGMENT

I _____ acknowledge that if I am offered employment at Studio Hotrods, Inc., it is on a probationary basis for 90 days. If after 90 days all requirements are met, Regular Full Time employment can be extended. I further understand that as a probationary employee, I am not eligible for any company benefits.

Signature of Applicant

Date

AT WILL DISCLAIMER FOR EMPLOYMENT APPLICATION FORM

I understand that all facts contained in this application are true and complete to the best of my knowledge. I understand that omission or misrepresentation of the facts may be grounds for rejection for this application, or dismissal from employment if subsequently discovered.

I authorize investigation of all statements contained herein, and of the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing same to you. Background employment verification resources may include but are not limited to: past employers, personal references, school/ universities, drivers license check, criminal history, social security, and credit bureau.

EMPLOYMENT -AT- WILL

The State of Illinois is regarded as an employment-at-will state. This means that an employment relationship with no specified duration may be terminated at any time by either the employer or employee, with or without notice, and for any reason.

Employment at Studio Hotrods, Inc. is on an “At-Will” basis. Only the President of the company can change your employment status and only by written agreement.

In consideration of my employment, I agree to comply with all rules, regulations, and employment policies of the company.

Signature of applicant

Today’s date