



# Application for Employment

An Equal Opportunity Employer

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, state, zip \_\_\_\_\_

SS Number \_\_\_\_\_

Phone: \_\_\_\_\_

How long at this address? \_\_\_\_\_

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

How long at this address? \_\_\_\_\_

Position applying for \_\_\_\_\_ Date available \_\_\_\_\_

Are you eligible for employment in the US?  yes  no

Have you ever been discharged from employment?  yes  no

If yes, please briefly explain reason \_\_\_\_\_  
\_\_\_\_\_

Are you over 18\* years of age?  yes  no

Birthdate \_\_\_\_\_

Driver applicants must be over 21 at time of application\*

Have you ever been convicted of a criminal offense?  yes  no If yes, was it a felony offense?  yes  no

A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. FACTORS SUCH AS AGE AND TIME OF OFFENSE, SERIOUSNESS, NATURE OF VIOLATION, AND REHABILITATION WILL BE TAKEN INTO ACCOUNT

If yes, please give date and nature of the offense and disposition of the case \_\_\_\_\_  
\_\_\_\_\_

Have you ever received unemployment compensation?  yes  no

If yes, please briefly explain \_\_\_\_\_  
\_\_\_\_\_

Have you ever been employed with us in the past? \_\_\_\_\_ If so, when? \_\_\_\_\_

Have you ever been employed with any auction including Mountain State Auto Auction? \_\_\_\_\_ If so, when? \_\_\_\_\_

**EMPLOYMENT HISTORY**

Current or Former Employer: \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for Leaving (if applicable) \_\_\_\_\_

Former Employer: \_\_\_\_\_

Dates of Employment \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**EDUCATION**

Highest level of education completed \_\_\_\_\_ Did you receive a GED/Diploma/Degree? \_\_\_yes\_\_\_no

**DRIVER APPLICANTS, LOT CREW, MECHANICS & CR's - MUST COMPLETE THE FOLLOWING SECTION**

Do you have a valid Driver's License? \_\_\_yes\_\_\_no DL# \_\_\_\_\_ Expires \_\_\_\_\_

Do you have a Commercial Driver's License? \_\_\_yes\_\_\_no DL# \_\_\_\_\_ Expires \_\_\_\_\_

Have you ever been convicted of speeding? \_\_\_yes\_\_\_no If yes, how many times? \_\_\_\_\_

Have you ever been convicted of reckless driving? \_\_\_yes\_\_\_no If yes, how many times? \_\_\_\_\_

Have you ever been convicted of a DUI? \_\_\_yes\_\_\_no If yes, how many times? \_\_\_\_\_

**MILITARY SERVICE RECORD**

Have you served in the U.S. Military? \_\_\_yes\_\_\_no If yes, which branch of service? \_\_\_\_\_

Reserve Status \_\_\_\_\_ If discharged, was it honorably? \_\_\_yes\_\_\_no

**PERSONAL REFERENCES** (Do not list former employers or relatives)

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

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

**Applicant's Agreement and Certification:**

The undersigned, hereby authorizes Capital City Auto Auction (CCAA) to investigate of all statements contained in this application, including the contact of schools, previous employers (unless otherwise indicated), and references. I also relieve CCAA from any liability incurred as a result of such contact. I understand that misrepresentation or omission of facts called for could be cause for dismissal at any time without prior notification. The Fair Credit Reporting Act requires us to advise you that, in connection with the routine processing of your employment application, we may request from a consumer reporting agency and investigative consumer report, including information as to your character, general reputation, personal characteristics, and mode of living. I further understand that my first ninety (90) days of employment relationship with CCAA is terminable "at will". During this period, you may resign without stating a reason, or you may be released by CCAA on the same basis, without any adverse effect to your employment record. If employed, I understand that CCAA may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction of benefits. I understand that my employment is contingent upon meeting the requirements of the Immigration Reform and Control Act of 1988.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_