

Thank you for your interest in joining
DAVIS AUTOMOTIVE

PLEASE PRINT LEGIBLY IN INK
THANK YOU!

WE ARE AN EQUAL OPPORTUNITY EMPLOYER APPLICANT'S STATEMENT

I agree that any dispute between me and the company related to my application for employment, or my employment, if selected, will be resolved through mutually binding arbitration in accordance with the Company's Arbitration Policy and Procedures. I understand that I have the right to review the Arbitration Policy and Procedures prior to signing the Statement.

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at will anytime with or without notice or reason, and the Company has the same right. No one other than the President of the Company has the authority to modify this relationship or make any agreement contrary. Any such modification or agreement must be in writing.

I understand that the company reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I further understand that the Company may contact my previous employers and I authorize those employers to disclose to the Company all records and other information pertinent to my employment with them. I release my previous employers from any liability as a result of their disclosure of and I agree to hold it harmless for providing such information.

I further understand that if employed I will be on a 90-day introductory period, and termination for unsatisfactory performance during that period will not result in any Company responsibility for unemployment benefits. I further understand that completion of the introductory period does not confer any expectation of continued employment, and if employed, my employment will be for no definite period and "at-will".

By signing below, I certify that all of the information that I provide on this application and in any interview will be true, complete and accurate. I understand that if I am employed and any such information is later found to be false or misleading in any respect, I will be dismissed.

I fully understand that Davis Gainesville Automotive is a drug free workplace. As such, all applicants will be required to take a pre-employment drug test. Workplace usage, possession, or test results above cutoffs established for alcohol or illegal drugs may result in denial or termination of employment and loss of Unemployment and Worker's Comp medical and indemnity benefits.

I understand that should I be extended a contingent offer of hire I will receive a written notification that such screenings will be performed. I will be required to take a pre-employment drug screen. Furthermore, I will be asked to provide specific documents that will enable Davis Gainesville Automotive to perform an MVT and Criminal Background screening; failure to do so may result in my inability to obtain a formal offer of hire. The aforementioned written notification will further authorize the company to obtain a consumer report or reports on me. I authorize the Company to obtain such a report or reports for use in connection with my application for employment and for other employment-related reasons. If hired, this authorization shall remain on file and serve as on-going authorization for procurement of employment-related consumer reports at any time during my employment. I understand that the term "consumer report" includes, but is not limited to, credit checks, criminal background checks, department of motor vehicle reports, and investigative consumer reports. I further understand that the term "investigative consumer report" means a report in which information on my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with my neighbors, friends, associates, or with others whom I am acquainted or who may have knowledge concerning such information.

In addition, I fully understand that if I am offered a formal offer of hire I will be required to sign an arbitration agreement at the time of my new hire paperwork.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT

Print Name _____ **Signature** _____ **Date** _____

APPLICATION FOR EMPLOYMENT

Davis Automotive is an Equal Opportunity Employer. All applications for employment will be evaluated on the basis of their qualifications for the position desired without regard to race, color, religion, sex, national origin, age, disability or any other protected status. Please advise us if any accommodations are required to assist you in the application process.

PLEASE PRINT

Full Name _____

Current Address _____ City _____ State _____ Zip _____ Phone Number _____

Previous Address _____ City _____ State _____ Zip _____ Cell Number _____

What position are you seeking? _____ If you were referred by one of our associates please provide us with this individuals name _____

Are you interested in: What days and hours are you willing to work? Are you willing to work overtime?
Seasonal Full Time No Yes
Part-Time Temporary _____

Expected earnings: _____ Date available to begin work: _____ Which dealership location would you prefer to work? _____

If a driver license is required for the position for which you are applying, do you have a valid driver license with less than 3 violations in the past 3 years? No Yes State Issued _____

Are you presently employed? May we inquire of your present employer? Yes No N/A Can you drive a stick shift or manual vehicle? Yes No

Have you plead guilty, or "no contest" to, or been convicted of a crime, had adjudication withheld, prosecution deferred or are there any criminal charges against you? _____
If yes, please provide details and dates: _____

Have you been arrested for any matter for which you are out on bail or on your own recognizance pending trial? Yes No If yes, please provide details and dates: _____

****A conviction record will not necessarily be a bar to employment. Factors such as age and time of offense, seriousness and nature of the violation, and the rehabilitation will be taken into account.****

Have you been known by any other name? _____ If employment is offered, can you submit verification of you right to work in the United States? Yes No

EDUCATION AND SKILLS

Please indicate all levels of completed education:

High School Graduate, or GED Some College College Graduate Trade or Business School

School – Degree – Major _____

Field of Study: _____

List certificates or licenses you hold, or specialized training you have completed that may help qualify you for employment.

List equipment you operate that may help qualify you for employment.

Initials _____ Date _____

EMPLOYMENT BACKGROUND

List below all current and former employers. Beginning with the most recent. Account for ALL periods between jobs. Attach separate sheets if necessary. If employment was under a different name, indicate name: _____

1. Employer:		Dates Employed	
Address:		From:	To:
Phone:		Pay Rate during your employment:	
Job Title:	Supervisor:	Starting:	Ending:
Duties:			
Reason For Leaving:			

2. Employer:		Dates Employed	
Address:		From:	To:
Phone:		Pay Rate during your employment:	
Job Title:	Supervisor:	Starting:	Ending:
Duties:			
Reason For Leaving:			

3. Employer:		Dates Employed	
Address:		From:	To:
Phone:		Pay Rate during your employment:	
Job Title:	Supervisor:	Starting:	Ending:
Duties:			
Reason For Leaving:			

4. Employer:		Dates Employed	
Address:		From:	To:
Phone:		Pay Rate during your employment:	
Job Title:	Supervisor:	Starting:	Ending:
Duties:			
Reason For Leaving:			

Please check employers we may contact for references 1 2 3 4

Explain why you are interested in making a move to Davis Automotive.

Initials _____ Date _____

Additional Information: Please indicate any actual work experience you have in any of the following positions.

OFFICE	SALES AND LEASING	SERVICE AND REPAIR	PARTS
Office Manager	Sales Manager	Service Manager	Parts Manager
Bookkeeper	Sales Person (New Car)	Service Advisor	Parts Counter
Accounts Receivable	Sales Person (Used Car)	Dispatcher	Parts Stocker
Accounts Payable	Sales Person (Truck)	Shop Foreman	Parts Driver
Payroll Clerk	F&I Manager	Mechanic / Technician	
Tag/Title Clerk	Leasing Manager	Heavy Line Technician	
Warranty Clerk	Fleet Manager	Helper / ASE student	
Data Entry / File Clerk	Truck Manager	Painter	
Secretarial	Used Car Manager	Body Shop	
PBX		Get Ready	

REFERENCES: Give the names of three business references other than those supplied in your employment history that have known you for at least two years.

1. Name _____ Phone Number _____

Address _____ Years Known _____ Relationship _____

2. Name _____ Phone Number _____

Address _____ Years Known _____ Relationship _____

3. Name _____ Phone Number _____

Address _____ Years Known _____ Relationship _____

APPLICANT AUTHORIZATION

I certify that to the best of my knowledge all information in this application for, or in any resume, interview, or other Documents provided to Davis Automotive (such as certificates, etc.) are correct and accurate. I fully understand that falsification of this information is grounds for refusal to hire, or, if hired, dismissal.

I authorize any person or organizations referenced in the application to give Davis Automotive any and all information concerning my previous employment, education or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release parties from any liability for any damage that may result from furnishing such information to Davis Automotive. Furthermore, I authorize Davis Automotive to request and receive such information.

Prior to my beginning work or during the term of my employment, my employer reserves the right to require any lawful form of drug, alcohol, psychological, character, honesty, integrity, aptitude tests or examination.

In consideration for my employment or my being considered for employment by Davis Automotive, I agree to conform to the rules and regulations of Davis Automotive and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by Davis Automotive at any time at the Company's sole option and without prior notice to me. I further acknowledge that my employment may be terminated, and any offer of employment, if such is made, may be withdrawn, with or without prior notice or cause, at any time at the option of Davis Automotive or myself.

I understand that no representative of Davis Automotive has any authority to enter into any agreement for employment for any specified period of time, to assure or make any other personnel decision either prior to commencement of employment or after I have become employed, to assure any benefits or terms and conditions of employment, or to make any agreements contrary to the foregoing.

I acknowledge that I have been advised that this application will remain active for no more than 90 days from the date it was made. Davis Automotive reserves the right to disregard any application that is not fully completed.

Signature

Date

Please be advised that Davis Automotive is a drug free workplace. As such, all applicants will be required to take a pre-employment drug test.

Workplace usage, possession, or test results above cutoffs established for alcohol or illegal drugs may result in denial or termination of employment and loss of Unemployment and Worker's Comp medical and indemnity benefits.

I certify that I have read the above statements, and I understand that should I be extended a contingent offer of hire I will be required to take a pre-employment drug screen. Furthermore I will be asked to provide documents which will enable Davis Automotive to perform an MVR and Criminal Background screening.

Print Name

Signature

Date

Again, thank you for your interest in joining our team. If our application has not fully provided you with an opportunity to fully convey your skills for consideration, please utilize this page to further express your thoughts.

Signature

Date

DAVIS AUTOMOTIVE DRIVER LICENSE CERTIFICATION FORM

I, _____ understand that in order to be employed by DAVIS AUTOMOTIVE (in any position that requires me to operate a motor vehicle), I must have and maintain a valid driver license for the State in which I reside and work. For this reason, pre-employment and post-employment random Motor Vehicle reports may be run on my driver license. Furthermore, I understand that I am required to immediately report in writing to Human Resources if I receive any ticket or documented communications from the Department of Motor vehicles. Motor vehicle activity that could jeopardize my coverage through company insurance policy includes, but is not limited to:

1. Severe infractions – If any conviction within a 3-year period includes an infraction such as Driving to Endanger or Reckless Driving.
2. DUI – If there is a conviction for DUI within a 3-year period.
3. Suspension – Any time that the license is currently suspended for any reason.
4. Drivers with one or more of the following types of serious driving violations within the past 3 years:
 - Driving while intoxicated or while disabled by use of drugs.
 - Failure to take a breath analyzer test.
 - Leaving the scene of an accident without reporting it.
 - Homicide, assault or criminal negligence resulting from the operation of a vehicle.
 - Driving, while license is suspended or revoked,
 - Reckless or dangerous driving that results in an injury to a person.
 - Racing.
 - Passing a stopped school bus.

Drivers with other types of driving violations and/or at-fault accidents within the past 3 years:

<u>Driver's Age</u>	<u>Violations/Accidents</u>
17 & under	1 or more
18 thru 24	2 or more
25 & over	3 or more

**Includes seatbelt violations but does not include but does not include such non-moving violations or improper or inadequately maintained equipment.

**Failure to report motor vehicle tickets or DMV communications will result in progressive discipline, up to and including termination of employment.

Within the terms of employment "at-will", I understand that this document in no way constitutes an agreement of employment between _____ and Davis Automotive. It should be noted that this document is not an expressed or implied contract, covenant, promise or representation that employment will continue for any specified period of time.

I, _____ hereby notify Davis Automotive that I have received the following documentation regarding my driver license.

Ticket – Moving Violation	Date: _____
Ticket – Non-Moving Violation	Date: _____
Notice of Suspension	Date: _____
Stolen or Missing License	Date: _____
Other: (please explain)	Date: _____

Signature

Date

This Section Completed by HR

New MVR Run Date: _____ ReCheck Completed: _____ Total Violations: _____ License Suspended: _____

Client Company _____

DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS

For employment purposes, a consumer reporting agency may obtain consumer reports, or investigative consumer reports, in connection with your employment application from time to time during employment in accordance with applicable law. Consumer reports include record checks conducted by consumer reporting agencies and may include driving records, criminal records, credit records, etc. Investigative consumer reports include investigations (for example, reference checks) conducted by consumer reporting agencies through personal interviews (or through any means in California) on information as to character, general reputation, personal characteristics, or mode of living. You may make a written request for a summary of consumer rights and disclosure of the nature and scope of an investigation. A disclosure of the nature and scope of such investigation is provided below.

DISCLOSURE OF NATURE AND SCOPE OF INVESTIGATION FOR INVESTIGATIVE CONSUMER REPORTS

In the event we request an investigative consumer report in connection with your employment application, a consumer reporting agency will prepare an investigative consumer report based on the following investigation: The agency will interview your former employers, business references, and/or personal references for information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The agency will also conduct a records check of driving, criminal, credit, education, worker’s compensation claim history, degrees, professional licenses, and/or certification records depending on the position. Such a report, as well as any credit report, will be obtained from a consumer reporting agency. I have received summary of my rights under the Fair Credit Reporting Act.

AUTHORIZATION

I authorize a consumer reporting agency to obtain consumer reports and/or investigative consumer reports regarding me from time to time for employment purposes. In compliance with the Fair Credit Reporting Act, as amended by the Consumer Credit Reporting Reform Act of 2003, a *consumer reporting agency* needs my authorization to obtain such a report.

I, _____ CERTIFY THAT I HAVE RECEIVED A COPY OF “A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT”

*This information will not be used for the purpose of discrimination. The Federal Age Discrimination in Employ. Act of 1967 prohibits discrimination on the basis of age.

Signature: _____ Date: _____

Print Name: _____ Date of Birth: _____

Address: _____ Social Security # _____

City: _____ State & Zip: _____

Driver License Number & State (if applicable): _____

California Applicants Only - - In California, if you wish to receive a free copy of any credit report obtained, please indicate by checking this box. A summary of the provisions of California Civil Code Section 1786.22 is provided herewith.

Minnesota Applicants Only - - If you are in Minnesota and you desire a free copy of your consumer report, please place an “X” in the box.

New York Applicants Only - - Upon your request, you will be informed whether or not a consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report.

Thank you for your interest in joining the Davis Automotive team!

To submit your application to our Human Resources secure e-mail address, please use the “EMAIL” button below.

Alternatively, you can use the “PRINT” button to print out your application and return it to the dealership.