

BILCO MOTORS INC

Employment Application

It is unlawful to discriminate against individuals making an application for employment on the basis of age, race, sex, color, national origin, religion, creed, physical or mental handicap, disability, marital status, veteran status, caregiver status or sexual orientation.

Completer form in ink and print responses

Full Name: _____ Social Security# _____
Current Address: _____ _____
Telephone Number () _____
Please list a telephone number and name of person whom we may contact in the event of an emergency: Contact: _____ Telephone# _____
Please list current valid Driver's License # and State issued: # _____ State: _____

Position Applying for: _____ Status: Full-Time _____ Part Time: _____
Days Available for Work: _____
Hours Available for Work: _____
Date you would be able to start new position: _____
Wage Requirement: _____

Educational Background	
Highest Grade Completed: High School 9, 10, 11, 12	College 1, 2, 3, 4,
Last School Attended: _____	
Highest Degree Earned: _____	Course of Study: _____
State any special and/or Technical training you have received: _____ _____ _____	

Employment History

List your past and/or current employment over the past 10 years. **This section must be completed**

Employer Name & Address **Date Employed** **Position/\$ Hour** **Reason for leaving**

May we contact your previous or current employers? Yes No If no, specify which employer and the reason why? _____

General Information

Have you been convicted of a felony or plead guilty in the last ten years? This question does not apply to convictions which have been expunged, sealed, pardoned, or otherwise exonerated or eradicated. (a conviction record will not necessarily be a bar to employment. A conviction which is substantially related to the functions or qualifications of the position(s) for which you are applying may be taken into consideration.

If yes please describe fully the criminal conviction(s) listing the nature of the offense(s) and your rehabilitation since the convictions(s).

Have you ever been bonded? Yes No

If yes, name the employer _____

References

Please list 3 references. Don not include relatives. At least 2 references must be work related.

Name Address Telephone

Statement of Experience

Please indicate the areas in which you have had employment and/or educational experience. Indicate the years of experience involved.

Experience Area	Education/Employment	Term of Experience
Sales Manager	_____	_____
Service Manager	_____	_____
Parts Manager	_____	_____
Office Manger	_____	_____
Shop Foreman	_____	_____
Team Leader	_____	_____
Used Cars Sales	_____	_____
New Car Sales	_____	_____
Truck Sales	_____	_____
Mechanic	_____	_____
Body Person	_____	_____
Machinist	_____	_____
Painter	_____	_____
Technician	_____	_____
Prep Person	_____	_____
Lot Person	_____	_____
Detailer	_____	_____
Jockey	_____	_____
Parts Clerk	_____	_____
Delivery	_____	_____

Other related Experiences:

Indicate any additional education or employment experience that you feel is applicable to the position you are applying for, but that is not listed above:

Please read the following statements carefully, then sign and date the application.

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that falsification of any of the facts contained in this application shall be considered grounds for immediate dismissal. Further, I hereby give Billco Motors permission to investigate and verify the information on the application.

Additionally, I acknowledge that a valid driver's license is a condition of employment should my position require the operation, inspection and/or the service of motor vehicles. I acknowledge that my employment could be terminated or the offer of work rescinded if it is discovered that I do not possess a valid driver's license.

Further, I acknowledge that I may be subject to a motor vehicle report (MVR), criminal record check, and credit report as part of the pre-employment process, and while I am employed at Billco Motors, should I be offered employment. If a review of my MVR reveals an unsatisfactory or high risk driving record I could be terminated or an offer of work rescinded. Furthermore, I acknowledge that Billco Motors may take a negative employment action, up to and including dismissal, if my criminal record reveals a history which makes me unsuitable for continued employment. This will be done in conformity with the Fair Credit Reporting Act.

Finally, any prospective employee may be required to submit to drug screen test. A positive result to this test will result in the rescinding of an offer of employment or termination after employment. Billco Motors may also engage in random drug testing, testing based on probable cause and testing in the event of a workplace injury or accident.

Billco Motors is deeply committed to providing a safe environment for all employees and customers. Therefore, we have made a commitment to engage in drug testing for all new hires. Accordingly, if you are offered employment at Billco Motors you will be required to report for and participate in our new hire drug screen program. Drug testing may occur on either a random testing or probable cause basis. Where reasonable suspicion exists that employee is under the influence of drugs and/or alcohol, or the employee is "involved" in an on-the job accident or violation of a safety rule or exhibiting a behavior indicating such, Billco Motors reserves the right to test employees for the presence of drugs and/or alcohol. "Involved" in an on-the job accident or injury means not only the one who was injured, but also anyone who arguably or potentially contributed to the accident or injury event in any way, i.e., the person suspected of causing someone else to get hurt gets tested as well. The drug screening will occur at an approved site recognized in the state of Pennsylvania. You may be permitted to commence work prior to the receipt of the results. If the results of your drug screen shows the possession of an illegible substance, your employment may be, (1) terminated or (2) the offer of employment may be rescinded. If you are taking prescription medication that would be revealed in this drug screen, you are required to disclose the reason(s) for the taking of this medication. The results of your drug screen will be shared only with individuals who have a legitimate right know. We are committed to your privacy and you will be afforded a copy of the results.

Post-offer employees may be required to take a physical examination.

I acknowledge that this application does not constitute an offer of work. If I am offered employment by Billco Motors Inc I acknowledge that the company is an at will employer. Accordingly, both the employee and the employer are free to terminate the employment relationship without cause or notice. There does not exist any contract or guarantee of employment.

Signature of Applicant _____ Date: _____