

**BOB'S USED PARTS, INC. t/a BOB'S BMW**  
**10720 GUILFORD ROAD, COLUMBIA-JESSUP, MD 20794-9385**  
**Phone: 301-497-8949, Fax: 301-776-2338**  
**www.bobsbmw.com**

**APPLICATION FOR EMPLOYMENT**

**We are an equal opportunity employer** dedicated to a policy of non-discrimination in employment on the basis of race, religion, color, sex, national origin, age, marital or veterans' status, citizenship, physical or mental disability that does not prohibit performance of essential job functions or any other basis protected by federal or applicable state or local law.

**PERSONAL INFORMATION**

Date \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

NAME  
 Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS  
 Street \_\_\_\_\_ Apartment No. \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**PREVIOUS ADDRESSES**

Please list all previous addresses for the last ten years. Use a separate sheet if necessary.

ADDRESS \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 Street \_\_\_\_\_ Apt # \_\_\_\_\_ month/year \_\_\_\_\_ month/year \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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ADDRESS \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 Street \_\_\_\_\_ Apt # \_\_\_\_\_ month/year \_\_\_\_\_ month/year \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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ADDRESS \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 Street \_\_\_\_\_ Apt # \_\_\_\_\_ month/year \_\_\_\_\_ month/year \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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ADDRESS \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 Street \_\_\_\_\_ Apt # \_\_\_\_\_ month/year \_\_\_\_\_ month/year \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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ADDRESS \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
 Street \_\_\_\_\_ Apt # \_\_\_\_\_ month/year \_\_\_\_\_ month/year \_\_\_\_\_  
 City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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## WORK INTEREST INFORMATION

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How were you referred to Bob's BMW? \_\_\_\_\_

What job or type of job are you interested in? \_\_\_\_\_

Are you interested in \_\_\_\_ Full Time, \_\_\_\_ Part Time, or \_\_\_\_ Temporary Work ?

When are you available to begin work? \_\_\_\_\_ Expected Wage/Salary \$\_\_\_\_\_ per \_\_\_\_\_

Can you travel? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you work overtime? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you work weekends and/or evenings? \_\_\_\_\_ Yes \_\_\_\_\_ No

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## GENERAL INFORMATION

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Are you at least 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you lawfully permitted to work in this country? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever applied for employment with Bob's BMW? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, date(s) applied \_\_\_\_\_

Have you ever been fired from a job? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been convicted of a crime, the record of which has not been expunged? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list the non-expunged conviction, its date and circumstances \_\_\_\_\_  
 \_\_\_\_\_

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## EDUCATION ( ) Check here to refer to resume.

Type of School	Name of School	Courses Majored In	Last Year Completed	Graduate? Degrees Rec'd
High School			1 2 3 4	____ Yes/No
College			1 2 3 4	____ Yes/No ____ Degree
Post Graduate			1 2 3 4	____ Yes/No ____ Degree
Technical and Other				____ Yes/No ____ Degree

List any other training, education, or activities \_\_\_\_\_  
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**SPECIAL KNOWLEDGE AND SKILLS**

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List your special knowledge and skills, and any equipment and machinery that you can operate.

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**EMPLOYMENT HISTORY ( ) Check here to refer to resume.**

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Please include all employment for the last ten years. (List current or most recent employment first and work back in time.)

Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Dates of employment (month/year) From \_\_\_\_\_ to \_\_\_\_\_  
Starting wage/salary \_\_\_\_\_ Ending wage/salary \_\_\_\_\_  
Job title and description of duties \_\_\_\_\_  
Supervisor \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Dates of employment (month/year) From \_\_\_\_\_ to \_\_\_\_\_  
Starting wage/salary \_\_\_\_\_ Ending wage/salary \_\_\_\_\_  
Job title and description of duties \_\_\_\_\_  
Supervisor \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Complete Address \_\_\_\_\_  
Dates of employment (month/year) From \_\_\_\_\_ to \_\_\_\_\_  
Starting wage/salary \_\_\_\_\_ Ending wage/salary \_\_\_\_\_  
Job title and description of duties \_\_\_\_\_  
Supervisor \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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**Use the back page of this application to list additional employers, if necessary. We may contact employers you list unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:**

Employer's Name	Reason
_____	_____
_____	_____
_____	_____

May we contact anyone at your current employer including HR or current supervisor? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, is there a reference at your current employer we may contact?

Reference Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

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**AGREEMENTS RESTRICTING YOUR EMPLOYMENT**

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Have you entered into a non-competition, non-solicitation, non-disclosure/confidentiality agreement or any other agreement with a former employer that may impact your ability to do work for Bob's BMW? \_\_\_\_\_ Yes \_\_\_ No

If yes, identify the Employer \_\_\_\_\_ Date of the agreement(s) \_\_\_\_\_

Restrictions placed upon you under the agreement(s)  
\_\_\_\_\_  
\_\_\_\_\_

Please provide us with a copy of any such agreements.  
\_\_\_\_\_  
\_\_\_\_\_

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**DRIVING INFORMATION**

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**Please complete only if the position you are applying for requires that you drive a vehicle.**

Driver's License(s) you possess \_\_\_\_\_ Driver's License Number \_\_\_\_\_

State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Birth Date \_\_\_\_\_

Points, convictions (not expunged), and accidents in the last five years, if any. Please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**AWARDS/SPECIAL RECOGNITION ( ) Check here to refer to resume.**

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List any awards or honors (business, professional, civic, academic) that you have received:  
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\_\_\_\_\_

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**SUMMARY OF QUALIFICATIONS**

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In the space provided, describe the skills, training and abilities that you think qualify you for the position for which you are applying:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.**

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**Applicant's Signature**

**PLEASE REVIEW THE APPLICATION CAREFULLY. WE WILL NOT CONSIDER THIS APPLICATION IF NOT COMPLETED IN FULL OR IF UNREQUESTED INFORMATION HAS BEEN PROVIDED.**

**PLEASE READ THE FOLLOWING, AND SIGN THE APPLICATION IN THE SPACES PROVIDED FOR BELOW. IF YOU HAVE ANY QUESTIONS, PLEASE SPEAK WITH THE HUMAN RESOURCES REPRESENTATIVE BEFORE SIGNING.**

**I understand that employment by Bob's Used Parts, Inc. and any of its subsidiaries or divisions ("Bob's BMW") is "at will." This means that the employment relationship can be ended by me or by Bob's BMW at any time for any reason with or without advanced notice and for any reason or no reason. It also means that Bob's BMW may revise, and make exceptions to its policies, practices, handbooks, manuals, rules, procedures and regulations, in whole or in part, at any time. I further understand that acceptance of an offer of employment does not create a contractual obligation upon Bob's BMW to continue to employ me in the future or for any specific term.**

I understand that any offer of employment with Bob's BMW may be conditioned upon my successful completion of a training period and receipt of satisfactory background, reference, and driver's record checks.

If employed by Bob's BMW, I agree to comply with all safety and health rules, company policies and procedures, and local, state and federal laws pertaining to my employment.

If employed by Bob's BMW, I understand that I will be required to sign an "Agreement Regarding Confidential Information and Other Matters" as a condition of my employment.

I have reviewed this application carefully and I hereby affirm that my statements and answers to all questions on this application are true and correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would affect my application unfavorably. I understand that any misstatement, omission of fact, or provision of unrequested information on this application may result my application not being considered, and, if employed, may result in my immediate dismissal.

In exchange for being considered for employment, I hereby release Bob's BMW, its associates, and agents, as well as any law enforcement agency, current or former employer, educational institution, credit agency or any other individual providing information about me to Bob's BMW from any liability arising from disclosure of such information which is obtained during said investigation.

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS.

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

\_\_\_\_\_  
Date

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**EMPLOYMENT HISTORY (continuation sheet)**

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Please include all employment for the last ten years (List most recent employment first and work back in time)

Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_

Dates of employment (month/year) From \_\_\_\_\_ to \_\_\_\_\_ Wages/Salary \_\_\_\_\_  
Job title and description of duties \_\_\_\_\_  
Supervisor \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_

Dates of employment (month/year) From \_\_\_\_\_ to \_\_\_\_\_ Wages/Salary \_\_\_\_\_  
Job title and description of duties \_\_\_\_\_  
Supervisor \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_

Dates of employment (month/year) From \_\_\_\_\_ to \_\_\_\_\_ Wages/Salary \_\_\_\_\_  
Job title and description of duties \_\_\_\_\_  
Supervisor \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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Employer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_

Dates of employment (month/year) From \_\_\_\_\_ to \_\_\_\_\_ Wages/Salary \_\_\_\_\_  
Job title and description of duties \_\_\_\_\_  
Supervisor \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

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