

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

NAME _____ DATE _____
_____ Last _____ First _____ Middle

HOME PHONE _____ CELL PHONE _____ WORK
PHONE _____

EMAIL ADDRESS _____

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 _____

ADDRESS _____ From _____ to _____

_____ Street _____ Apt # _____ month/year
month/year _____

_____ City _____ County _____ State

Zip Code _____

ADDRESS _____ From _____ to

Street Apt # month/year
month/year

City County State
Zip Code

ADDRESS _____ From _____ to

Street Apt # month/year
month/year

City County State
Zip Code

ADDRESS _____ From _____ to

Street Apt # month/year
month/year

City County State
Zip Code

WORK INTEREST INFORMATION

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

GENERAL INFORMATION

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 _____

EDUCATION () Check here to refer to resume.

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

List any other training, education, or activities _____

SPECIAL KNOWLEDGE AND SKILLS

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

EMPLOYMENT HISTORY () Check here to refer to resume.

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: _____

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: _____

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: _____

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 (____) _____

AGREEMENTS RESTRICTING YOUR EMPLOYMENT

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.

DRIVING INFORMATION

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: _____

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

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

SUMMARY OF QUALIFICATIONS

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

EMPLOYMENT HISTORY (continuation sheet)

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: _____

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: _____

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: _____

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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