



An Equal Opportunity Employer

## APPLICATION FOR EMPLOYMENT

It is the policy of Automotive Supply Associates, Inc., Sanel Auto Parts, Inc., and their related companies and divisions to provide equal opportunity for all qualified persons. We are an equal opportunity employer dedicated to a policy of non-discrimination in employment on the basis of race, color, age, sex, religion, national origin, disability, citizenship, marital status, military status or sexual orientation.

**PLEASE PRINT ALL INFORMATION**

Today's Date: \_\_\_\_\_ Salary/Wage Desired: \_\_\_\_\_ Position Desired: \_\_\_\_\_

Applying For:  Full Time  Part Time  Summer  Temporary

Last Name		First Name		Initial	Date Available to Begin Work
Street Address	City	State	Zip Code	Telephone Number	

How were you referred to us?  Walk-in  Advertisement  Agency  Other  
 Employee (Name \_\_\_\_\_)

Do you have the legal right to work in the United States?.....  Yes  No

Are you over 18 years of age?.....  Yes  No

Have you completed an Employment Application with us in the past year?.....  Yes  No  
 If yes, where? \_\_\_\_\_

Have you ever worked for this company before?  Yes  No

If yes, when, where, and what position did you hold? \_\_\_\_\_

Do you have relatives who work for this company?  Yes  No If yes, name \_\_\_\_\_

Occasional overtime may be required, including weekends. Can you work overtime during the week?  
 Yes  No On weekends?  Yes  No

<b>Education</b>	Name and Location of School	Circle Last Year	Did you Graduate?	Subjects Studied & Degree(s) Received
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Other Education, including Military: \_\_\_\_\_

Are you currently attending school?  Yes  No If yes, studying what & where? \_\_\_\_\_

U.S. Military Service: Branch \_\_\_\_\_ Dates of Service: From \_\_\_\_\_ To \_\_\_\_\_

Describe Nature of Duties and any special honors received: \_\_\_\_\_

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## EMPLOYMENT HISTORY — List present or most recent employer first

Name and Address of Employer	Details of Position	Title and Description of Duties
	Date Began:	
	Date Ended:	
	Supervisor Name:	
	Salary upon leaving:	
	Reason for leaving:	
	Date Began:	
	Date Ended:	
	Supervisor Name:	
	Salary upon leaving:	
	Reason for leaving:	
	Date Began:	
	Date Ended:	
	Supervisor Name:	
	Salary upon leaving:	
	Reason for leaving:	

Account for Period(s) between Jobs: \_\_\_\_\_

Have you ever been discharged or forced to resign from any prior job?  Yes  No

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

**May we contact your present or most recent employer for references?**  Yes  No

List any professional, technical, social, community, or other organizations that you belong to. (You may omit clubs or organizations that would indicate religious, racial, or national character):

\_\_\_\_\_

List the machines and equipment (e.g., computer, forklift) that you can operate. Note length of experience for each: \_\_\_\_\_

Special skills/licenses: \_\_\_\_\_

Additional information that would be helpful in judging your qualifications: \_\_\_\_\_

Have you ever been convicted of or pleaded no contest to a crime which was not annulled by a court?  
 Yes  No

If YES, when and explain the circumstances (this does not automatically exclude you from consideration for employment): \_\_\_\_\_

## REFERENCES

List below three business references

Name	Phone Number	Position	Years Acquainted
1.	( )		
2.	( )		
3.	( )		

If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents verifying your identity and legal right to work in the United States. You cannot be employed if you cannot comply with these requirements.

## AUTHORIZATION

I certify that the answers given to me to the questions are true and correct without consequential omission of any kind whatsoever. I understand and agree that a false statement, answer, or omission constitutes sufficient cause for dismissal and the company shall not be liable in any respect if my employment is terminated because of the falsification of statements, answers, or omissions made by this application. I also authorize the companies, schools, or persons named to give any information regarding my employment together with any information they may give regarding me. whether or not it is in their records. I hereby release said companies, schools, or persons from all liability for any damage resulting from issuing this information. In consideration of my employment, I agree to conform to the rules and regulations of Automotive Supply Associates, Inc., Sanel Auto Parts, Inc., and their related companies or divisions and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself.

### **ATTENTION NEW HAMPSHIRE AND MAINE EMPLOYEES: ALL EMPLOYMENT OFFERS ARE CONTINGENT ON PASSING A PRE- EMPLOYMENT DRUG SCREEN**

I agree to have a test to detect drugs. I also agree for the report of said test(s) to be released to agents of the company and release the company and its agents from any liability arising out of the test. I understand and agree that the results of the test will be released to any Federal, State and local governmental authority which inquired about me, including Workers Compensation and Division of Employment Security or any other entity under compulsion of law or subpoena.

**Applicant's Signature** \_\_\_\_\_

# Automotive Supply Associates, Inc. Sanel Auto Parts Co.

## Our Mission

*To be the best at providing quality products and services to all segments of the vehicle repair and maintenance market.*

## Our Values & Commitments

**Customer Satisfaction.** We are responsive to the needs of our customers. We work hard to satisfy all of our customers and exceed their expectations.

**Honesty, Integrity & Dependability.** We can be counted on and trusted, for we are truthful. We keep our word. We are a stable company with a long, proud history and the highest of ethical standards. We are loyal and deeply committed to our industry and all the people we serve.

**Quality.** We, our products and our services are *all* of the highest quality. We are consistent in our policies, practices and pricing. We are committed to the continual improvement of all that we do and provide.

**Respect & Responsibility.** We are responsive to the needs of our customers, our vendors, and our employees as well as the communities we serve. We treat all people fairly and with respect. We care about each other. We expect that our people and our vendors will act with integrity toward us and our customers, for we hold people accountable for their actions.

**Training & Education.** We are committed to the ongoing education and training of our team members and our customers in use of our products, services and best practices. We share our knowledge and give people the information and skills they need.

**Innovations & Flexibility.** We are known for our "can do" attitude and our willingness to innovate. We adjust to changes in the marketplace. We retain the best and most reliable products and services even as we add the best in new technology and practices.

### TO BE COMPLETED BY STORE MANAGER OR SUPERVISOR OF NEW EMPLOYEE ON THE DAY EMPLOYEE BEGINS WORK

Location	Store No.	Job Classification	Date Started Work
Salary/Wage	Job Title		Avg. Hrs Worked

Store Manager/Supervisor Signature: \_\_\_\_\_