



"Home of the Happy Part"

540-582-5475
800-874-0620
6516 South Roxbury Mill Road
Spotsylvania, VA 22551-2430
Hours: Mon-Fri 8:00 - 5:00

Directions: Please complete all questions. If any question does not apply, please mark N/A and skip to the next question. If you need to expand an answer, use the space provided on question 21. (good for 90 days)

Date of completion _____

- 1. Name of position you are applying for
2. Other position of which to be considered
3. Name(Last,First,Middle)
4. Street Address P.O. Box #
City State Zip
5. Contact #
6. Email
7. Are you over 18 years of age?
8. Do you have a valid driver's license?
9. Have you ever been employed at this place of business before?
If yes, please provide dates of employment
10. Wage/salary that is desired
11. What's the earliest date available to start work?
12. Do you have any military experience? Branch?
Dates? Training?
13. Any special workplace requirements you may have?
14. Describe any automotive background or experience you have.
15. State your opinion about alcohol & drug use
16. Highest level of education completed
17. School name City/State
18. List any special qualifications, skills, and certifications that you possess

19. List your job experience. Start with the current or most recent job.

Name of employer	Address
Manager	Phone #
Job title	Duties
Salary	Dates of employment
Reason for leaving	May we contact this employer?

Name of employer	Address
Manager	Phone #
Job title	Duties
Salary	Dates of employment
Reason for leaving	May we contact this employer?

21. Please list three persons, not related to you, as references who are capable of validating the information above. (name, address, phone number)

1.		
2.		
3.		

I HEREBY AUTHORIZE “LEW’S AUTO SERVICE & SALVAGE” TO CONTACT PRIOR EMPLOYERS TO OBTAIN ANY AND ALL INFORMATION RELATED TO MY PAST WORK PERFORMANCE.

22. State why you wish to work for “LEW’S AUTO SERVICE & SALVAGE”

Equal Opportunity

Lew’s Auto Service & Salvage provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Lew’s complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

At Will Employment

Your employment with this company is a voluntary one and is subject to termination by you or Lew’s at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Lew’s employees. This policy of employment-at-will may not be modified by any employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the owner or the managers, whichever is applicable. These personnel policies are not intended to be a contract of employment or a legal document.

Signature_____

I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF LEW'S AUTO SERVICE & SALVAGE AND ITS SUBSIDIARIES OR PARENT CORPORATION (COLLECTIVELY REFERRED TO AS THE "COMPANY"). I FULLY UNDERSTAND AND AGREE THAT FILLING OUT THIS APPLICATION DOES NOT OBLIGATE THE COMPANY TO OFFER ME A JOB, NOR DOES IT OBLIGATE ME TO ACCEPT A JOB WITH THE COMPANY. IN THE EVENT I AM HIRED, I UNDERSTAND THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND CAN BE TERMINATED AT ANY TIME AND FOR ANY REASON BY THE COMPANY OR MYSELF WITHOUT ANY PRIOR NOTICE, WITH OR WITHOUT CAUSE. I UNDERSTAND THAT NO EMPLOYEE REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD IN TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

IN ADDITION TO THE ABOVE, I CERTIFY THAT THE FACTS CONTAINED IN THE APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND THAT THE MAKING OF ANY FALSE STATEMENTS OR WILLFUL OMISSIONS ON THIS APPLICATION, OR ANY OTHER DOCUMENTS MAY BE USED AS A REASON TO DENY ME EMPLOYMENT, OR IF DISCOVERED AFTER HIRE, REASON FOR DISCIPLINE, UP TO AND INCLUDING TERMINATION. I AUTHORIZE INVESTIGATION OF ALL STATEMENT CONTAINED IN THE EMPLOYMENT APPLICATION TO GIVE THE COMPANY ANY AND ALL INFORMATION, TRANSCRIPTS, RECORDS, AND DOCUMENTS PERTAINING TO MY EDUCATION BACKGROUND AND WORK EXPERIENCE, PERSONAL OR OTHERWISE, I RELEASE ALL PARTIES FROM THE LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING ANY PERTINENT INFORMATION TO THE COMPANY.

I FURTHER AGREE TO UNDERGO PHYSICAL EXAMINATIONS, WHICH MAY INCLUDE DRUG AND/OR ALCOHOL TESTS, AND AGREE TO RELEASE THE RESULT OF SUCH TEST TO THE COMPANY. I UNDERSTAND THAT THE COMPANY HAS THEN RIGHT TO VERIFY MY IDENTITY AND EMPLOYMENT ELIGIBILITY AS REQUIRED BY THE IMMIGRATION REFORM & CONTROL ACT OF 1986.

ALTHOUGH MANAGEMENT MAKES EVERY EFFORT TO ACCOMMODATE INDIVIDUAL PREFERENCES, BUSINESS NEED MAY AT TIMES MAKE THE FOLLOWING CONDITIONS MANDATORY: OVERTIME, SHIFT WORK, A ROTATING WORK SCHEDULE OTHER THAT MONDAY THROUGH SATURDAY.

I UNDERSTAND IF I AM HIRED FOR A JOB WITH THE COMPANY, I MUST FURNISH A COMPLETE SET OF AUTOMOTIVE HAND TOOLS AS NEEDED. IF I AM REQUIRED TO DRIVE A VEHICLE, I MUST HOLD A VALID LICENSE. IF I DAMAGE COMPANY PROPERTY OR CUSTOMER/S PROPERTY, I WILL BE RESPONSIBLE FOR COSTS. FAILURE TO COMPLY WITH THE ABOVE SUBJECTS, MAY RESULT IN DISMISSAL.

I HAVE READ AND UNDERSTAND THE ABOVE.

SIGNATURE _____

DATE _____