

Employment Application for Service Advisors

Instructions

- #1. This application must be completed in your own handwriting
- #2. Print legibly and complete all sections on both sides of the application
- #3. Sign and date the application on the reverse side once you have completed it

Name _____
Last First Middle initial

Current address _____
Street City State Zip code

How long have you resided at the above address? _____

Cell phone _____ E-mail address _____

Day time phone number _____ Evening phone number _____

If you were referred to our company, by who? _____

Qualifications

If you are certified by any trade associations or agencies, please list all your certifications with expiration dates:

What business management systems are you familiar with? _____

Please rate your Sales Skills on a level of #1 - #10 # _____

At your current place of employment, or your most recent job: Average number of repair orders written per day _____

Number of technicians you wrote service for _____ Average weekly sales \$ _____

Check all that apply: High school graduate _____ Trade school graduate _____ College Degree _____

Are you able to provide a resume that reflects your educational history? _____

Please list sales & management courses you have taken within the past 5 years:

Do you have a valid drivers license? _____ If hired, when would you be able to start? _____

This application is continued on the other side



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Employment History

Begin with your present employer

From ____/____/____ to ____/____/____
Date month year Date month year

Company address

City and state

From ____/____/____ to ____/____/____
Date month year Date month year

Company address

City and state

From ____/____/____ to ____/____/____
Date month year Date month year

Company address

City and state

May we contact all your past employers? _____ and your present employer? _____

Company name

Job title and duties

Why did you leave, or why are you looking to leave the company?

Company name

Job title and duties

Why did you leave, or why are you looking to leave the company?

Company name

Job title and duties

Why did you leave, or why are you looking to leave the company?

References

Only list the business associates you have worked with for at least 6 months and friends you have known for at least 1 year

| | | |
|---|-------------------------------|-------------------------------------|
| _____ Name of an outstanding service advisor | _____ Length of time known | _____ Area code and phone number |
| _____ Name of an outstanding Technician | _____ Length of time known | _____ Area code and phone number |
| _____ Name of an outstanding Technician | _____ Length of time known | _____ Area code and phone number |
| _____ Name of an outstanding Technician | _____ Length of time known | _____ Area code and phone number |
| _____ Name of a friend | _____ Length of time known | _____ Area code and phone number |
| _____ Name of a friend | _____ Length of time known | _____ Area code and phone number |
| _____ Name of a friend | _____ Length of time known | _____ Area code and phone number |

Acknowledgement and Authorization

This application is not an employment contract, nor an agreement to interview, and I understand that any employment can be terminated at any time, for any cause, without notice. I further understand that no person other than the business owner has the authority to enter into an Employment agreement with me, or make any guarantee as to the length, terms or conditions of any such employment. I certify that to the best of my knowledge all of the information contained in this application is correct. I also authorize the investigation of all statements contained in this application and I understand that any misrepresentation, falsification, or omission of facts from this application, will be cause for immediate dismissal. All Employees are subject to a background investigation, a clean driving record and participation in our drug-free workplace program.

Signature

Date



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