

# EMAIL TO :

## Conley, GA Employment

Rusty Perry – Branch Manager

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or

Jason McCard – General Manager

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## Charlotte, NC Employment

Crystal Roseberry – Branch Manager

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or

Jason McCard – General Manager

[jmccard@partssouth.com](mailto:jmccard@partssouth.com)

or

# FAX TO:

470-480-7955

# Parts South Inc.

## Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

Applicant name (first, middle, last): \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ How Long: \_\_\_\_\_

*(Note: Last 3 years history required of driver applicants. Please use back of this page if needed to meet this requirement.)*

Telephone # : (\_\_\_\_) \_\_\_\_\_ Date you will be available to start work: \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ Position desired: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Have you worked for this company before? \_\_\_ Are you able to meet the attendance requirements? \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_ Have you ever been convicted of a crime? \_\_\_\_\_

If yes, please provide dates and details ( a conviction will not automatically bar employment): \_\_\_\_\_

Date of birth *(driver applicants only, CFR 391.21)*: \_\_\_\_\_ How were you referred to us? \_\_\_\_\_

Type of employment desired: \_\_\_\_\_ full time \_\_\_\_\_ part-time \_\_\_\_\_ temporary

### Employment History

Provide all employment information for the past ten years starting with the most recent employer. Continue on the back of the application if there is insufficient space available.

**Employer:** \_\_\_\_\_ **Position :** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Dates employed: from** \_\_\_\_\_ **to** \_\_\_\_\_

**Immediate supervisor and title:** \_\_\_\_\_ **May we contact for reference?** \_\_\_\_\_

**Job summary:** \_\_\_\_\_ **Reason for leaving:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Position :** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_  
**Dates employed: from** \_\_\_\_\_ **to** \_\_\_\_\_  
**Immediate supervisor and title:** \_\_\_\_\_ **May we contact for reference?** \_\_\_\_\_  
**Job summary:** \_\_\_\_\_ **Reason for leaving:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Position :** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_  
**Dates employed: from** \_\_\_\_\_ **to** \_\_\_\_\_  
**Immediate supervisor and title:** \_\_\_\_\_ **May we contact for reference?** \_\_\_\_\_  
**Job summary:** \_\_\_\_\_ **Reason for leaving:** \_\_\_\_\_

### **Other Skills and Qualifications**

Summarize driving experience (drivers), job-related training, skills, licenses, certificates, and/or other qualifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Educational History**

List school name and location, years completed, course of study, and any degrees earned:

High School: \_\_\_\_\_

College: \_\_\_\_\_

Technical Training: \_\_\_\_\_

Other: \_\_\_\_\_

### **Driving History ( driver applicants)**

Driver's license number: \_\_\_\_\_ State: \_\_\_\_\_ What class of license do you possess? \_\_\_\_\_

License expiration date: \_\_\_\_\_ Has your license ever been suspended or revoked? \_\_\_\_\_

Have you had any traffic accidents in the past three years? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you had any speeding, moving violations or other traffic convictions in the past three years? \_\_\_\_\_

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

**References**

List three references names, telephone numbers, and years known (do not include relatives or employers):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General Information**

Are you on layoff and subject to recall? \_\_\_\_\_ What company? \_\_\_\_\_

Have you served in the military? \_\_\_\_\_ When ? \_\_\_\_\_ What branch? \_\_\_\_\_

What skills did you learn? \_\_\_\_\_

Have you ever been counseled with, disciplined, or discharged for one of the following reasons:

- |  |  |
|--|--|
| <input type="checkbox"/> violation of safety rules?            | <input type="checkbox"/> fighting with or threatening a fellow employee? |
| <input type="checkbox"/> bringing weapons on company property? | <input type="checkbox"/> sexual, racial, or other treatment?             |

Explain any boxes checked: \_\_\_\_\_

**Applicant Statement:** I certify this application was completed by me, and all entries are true and complete to the best of my knowledge.

I hereby authorize the potential employer to contact, obtain and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives from seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information. I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and / or Company medical examination or inquiry.

If am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at anytime, so long as there is no violation of applicable federal or state law.

I understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time can result in immediate termination of employment.

**I have read, fully understand and accept all terms of the Applicant Statement.**

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_