

New Castle Auto Spa Inc.

“Equal Opportunity / Affirmative Action Employer”

APPLICATION FOR EMPLOYMENT

New Castle Auto Spa Inc. does not discriminate in its hiring practices on the basis of age, race, color, national origin/ancestry, religion, sex/gender, sexual orientation, mental or physical disability, genetic information, membership in the uniformed services, veteran status or on the basis of any other protected classification.

Date: _____

Name: _____
Last First Middle Initial

Address: _____
Street City State Zip

Telephone: Home _____ Business _____

Have you ever been employed with our company before? [] No [] Yes

When could you begin work? _____

How did you learn of our organization? _____

Position Applied For: _____ [] Full-Time [] Part-Time [] Any

Please indicate the hours you will be available to work each day.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From _____ am/ pm	From _____ am/ pm	From _____ am/ pm	From _____ am/ pm	From _____ am/ pm	From _____ am/ pm	From _____ am/ pm
To _____ am/pm	To _____ am/pm	To _____ am/pm	To _____ am/pm	To _____ am/pm	To _____ am/pm	To _____ am/pm

RECORD OF EDUCATION

School	Name & Address of School	Course of Study (Major/Minor)	Number of Years Completed	Diploma or Degree Received
College				
High School				
Other - Specify				

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills, certifications, apprenticeships and qualifications acquired from employment or other experience that may be applicable at New Castle Auto Spa Inc.

RECORD OF EMPLOYMENT

List below all present and past employment, beginning with your PRESENT or MOST RECENT. You may include any verifiable work performed on a volunteer basis. If you need additional space, please continue on a separate sheet of paper.

Company: _____ From: _____ To: _____
Address: _____ Supervisor: _____
Telephone No: _____ May we contact this employer: Yes ___ No ___
Job Title: _____ Last Salary/Rate of Pay: _____
Work Performed: _____
Reason for Leaving: _____

Company: _____ From: _____ To: _____
Address: _____ Supervisor: _____
Telephone No: _____ May we contact this employer: Yes ___ No ___
Job Title: _____ Last Salary/Rate of Pay: _____
Work Performed: _____
Reason for Leaving: _____

Company: _____ From: _____ To: _____
Address: _____ Supervisor: _____
Telephone No: _____ May we contact this employer: Yes ___ No ___
Job Title: _____ Last Salary/Rate of Pay: _____
Work Performed: _____
Reason for Leaving: _____

REFERENCES

Provide name, address and telephone number of three (3) references who are not related to you.

Are you under the age of 18?

Yes _____ No _____

SIGNATURE

Please read the following carefully and then sign below to acknowledge.

I hereby declare that the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I authorize New Castle Auto Spa to investigate my past and present employment, education and activities and verify all data provided by me on this application, on related papers and in interviews. I authorize all individuals, schools and/or firms named herein (except my current employer, if so noted) to provide any information requested about me. I release from all liability any persons, companies, corporations or educational institutions supplying such information. I release New Castle Auto Spa from any and all liability resulting from the verification of such information. I understand that any false statement or omission of fact on this application or on any supporting document shall be grounds for non-hire or discharge, regardless of when discovered by New Castle Auto Spa.

I understand that if I am hired by New Castle Auto Spa, my status will be that of an employee-at-will, meaning that I will have no contractual right, express or implied, to remain in Auto Spa employ. I further understand that, if I am hired, my employment can be terminated with or without cause and with or without notice at any time at the option of Auto Spa or me. I understand that no representative of New Castle Auto Spa has the authority to enter into any oral agreement for employment for a specified period of time or to make any oral agreement contrary to the foregoing.

I understand that if I am offered employment by New Castle Auto Spa, I will be required to provide evidence of my identity and authorization for employment in the United States, prior to the commencement of my employment.

IT IS UNLAWFUL IN SOME STATES (INCLUDING, BUT NOT LIMITED TO, DE AND MD) TO REQUIRE, DEMAND OR ADMINISTER A LIE DETECTOR (OR SIMILAR) TEST AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES SUCH A LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES, MISDEMEANOR FINES AND/OR CIVIL LIABILITY.

I understand that if I am hired by New Castle Auto Spa and my employment subsequently ends, New Castle Auto Spa may provide information about my employment to persons in response to job reference requests, and I hereby consent to such disclosures.

Signature: _____ Date: _____