

# VOLVO OF DENVER

## APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

DATE \_\_\_\_\_

### PERSONAL INFORMATION

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ARE YOU 18 YEARS OR OLDER?  YES  NO PHONE # ( ) \_\_\_\_\_

IN CASE OF EMERGENCY, NOTIFY: \_\_\_\_\_

NAME \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

### EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ DESIRED SALARY \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO, MAY ME INQUIRE OF YOUR EMPLOYER? \_\_\_\_\_

EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_ WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_

EVER WORKED FOR THIS COMPANY BEFORE? \_\_\_\_\_ WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

### EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	*YEARS ATTENDED?	*GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE/BUSINESS				

### GENERAL

SUBJECTS OF SPECIFIC STUDY OR RESEARCH \_\_\_\_\_

SPECIAL TRAINING \_\_\_\_\_

SPECIAL SKILLS \_\_\_\_\_

ARE YOU ABLE TO PERFORM THE SPECIFIC JOB FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION?  YES  NO

It is Volvo of Denver's policy to prohibit to discrimination and harassment against any applicant on the basis of race, color, religion, national origin, ancestry, marital status, veteran status, age, disability, pregnancy, genetic information, citizenship status, sex, sexual orientation, gender identity or any other basis prohibited by local, state or federal law. It is the policy of Volvo of Denver to recruit, hire, develop and promote associates based on individual ability, integrity, job performance and potential.

<b>PREVIOUS EMPLOYERS: LIST BELOW THE LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST.</b>			
<b>PREVIOUS EMPLOYER'S NAME, ADDRESS &amp; PHONE</b>	<b>SUPERVISOR'S PHONE</b>	<b>POSITION/JOB DESCRIPTION</b>	<b>DATE FROM/TO</b>
Name: Address: City, State, Zip: Phone:			
Name: Address: City, State, Zip: Phone:			
Name: Address: City, State, Zip: Phone:			

<b>REFERENCES: GIVE THE NAMES OF 3 PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.</b>				
<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>	<b>RELATIONSHIP</b>	<b>YEARS ACQUAINTED</b>
1.				
2.				
3.				

**AUTHORIZATION**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

I understand and agree that I will settle any and all claims, disputes or controversies arising out of or relating to my application or candidacy for employment, employment and/or cessation of employment with affiliates and subsidiaries, exclusively be final and binding arbitration before a neutral arbitrator as set forth in Volvo of Denver mediation/arbitration policy, which I acknowledge reviewing or having an opportunity to review before signing the application. By way of example only, such claims include claims under federal, state and local statutory or common law, such as the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, including the amendments of the Civil Rights Act of 1991, the Americans with Disabilities Act, the Law of Contract and the Law of Tort.

**THIS APPLICATION FOR EMPLOYMENT CONTAINS A BINDING ARBITRATION PROVISION THAT MAY BE ENFORCED BY THE PARTIES.**

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_