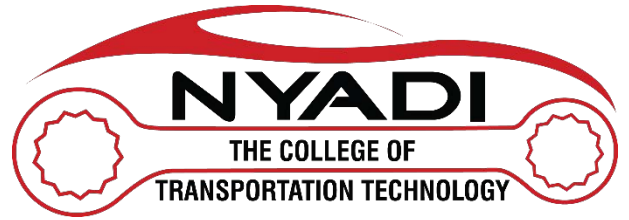


# Application for Employment



178-18 Liberty Avenue  
Jamaica, New York 11433  
718-658-0006

PLEASE PRINT

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

Name of Referral \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle  
Address \_\_\_\_\_  
Street City State Zip  
Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Code Area Code

May we contact you at work? .....  Yes  No  
If yes, work number and best time to call ..... : \_\_\_\_\_  
May we contact your current Employer? .....  Yes  No  
If under 18, can you furnish a work permit? .....  Yes  No  
Have you filed an application before? .....  Yes  No Date: \_\_\_\_\_  
Have you ever been employed here before? .....  Yes  No Date: \_\_\_\_\_  
Are you legally eligible for employment in this country? .....  Yes  No  
(Proof of U.S. Citizenship or immigration status will be required upon employment.)  
Date available for work ..... \_\_\_\_\_  
Type of Employment desired .....  Full Time  Part Time  Temporary  
Are you on lay-off and subject to recall? .....  Yes  No  
Are you able to meet the attendance and shift requirements of the job? .....  Yes  No  
Will you agree to work overtime? .....  Yes  No  
Driver's license number (if required by job) ..... State \_\_\_\_\_

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from NEW YORK AUTOMOTIVE & DIESEL INSTITUTE if I have been employed. Furthermore, I understand that just as I am free to resign at any time, NEW YORK AUTOMOTIVE & DIESEL INSTITUTE reserves the right to terminate my employment at any time, with or without cause and without prior notice.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release NEW YORK AUTOMOTIVE & DIESEL INSTITUTE from liability and its representative for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER**

# Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer	Telephone	<b>Dates Employed</b>		<b>Summarize the nature of the work performed and job responsibilities</b>
		<b>From</b>	<b>To</b>	
Address				
Job Title				
Immediate Supervisor and Title				
Reason for Leaving				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
Employer	Telephone	<b>Dates Employed</b>		<b>Summarize the nature of the work performed and job responsibilities</b>
		<b>From</b>	<b>To</b>	
Address				
Job Title				
Immediate Supervisor and Title				
Reason for Leaving				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
Employer	Telephone	<b>Dates Employed</b>		<b>Summarize the nature of the work performed and job responsibilities</b>
		<b>From</b>	<b>To</b>	
Address				
Job Title				
Immediate Supervisor and Title				
Reason for Leaving				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
Employer	Telephone	<b>Dates Employed</b>		<b>Summarize the nature of the work performed and job responsibilities</b>
		<b>From</b>	<b>To</b>	
Address				
Job Title				
Immediate Supervisor and Title				
Reason for Leaving				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

**Comments (including explanation of any gaps in employment)**

**Skills and Qualifications** Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with our company

## Educational Background

A. List last three (3) schools attended, *starting with last one*. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank, and E. Major and minor field of study (if applicable).

A. School	B. No. Years Completed	C. Degree Diploma	D. GPA Class Rank	E. Major	F. Minor

List any foreign language(s) and check the box that best describes your skill level.

Language	Read and Write	Read and Speak	Read Only	Speak Only

## References

List name and telephone number of three (3) business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three (3) school or personal references who are not related to you.

Name	Telephone Number	Years Known

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

List special accomplishments, publications awards. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

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List any additional information you would like us to consider.

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# Voluntary Affirmative Action Information

(Completion of Information Below is Voluntary)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other legal protected group.

Date: \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Referral Source

- Advertisement     Employee     Relative     Walk-in     School     Government Employment Agency  
 Private Employment Agency     Other

Name of Source (if Applicable) \_\_\_\_\_

Applicant's Name \_\_\_\_\_  
Last                                      First                                      Middle                                      Area Code                      Phone

Address \_\_\_\_\_  
Street                                      City                                      State                                      Zip Code

As required, we comply with government regulations including Affirmative Action obligations where they apply.

In an effort to comply with government recordkeeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated.

Please be advised that your survey is *not* a part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

Check one: .....  Male     Female

Check one of the following Race/Ethnic Group:

- Hispanic     Black     White     American Indian/Alaskan Native     Asian/Pacific Islander

## SPECIAL NOTICE TO VIETNAM VETERANS, DISABLED VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS OR DISABILITIES:

Government contractors subject to the Vietnam Era Veterans Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance qualified disabled veterans and veterans of the Vietnam Era, and qualified handicapped individuals.

You are invited to volunteer this information, if you qualify, to assist in proper placement and determining reasonable accommodation. This information will be considered confidential, and refusal to provide this information will not adversely affect your consideration for employment.

IF YOU SO WISH TO BE IDENTIFIED, PLEASE CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE

- VIETNAM ERA VETERAN                       DISABLED VETERAN                       HANDICAPPED INDIVIDUAL

**To be completed by applicant – Not for interview purposes – To be filed separately from application**  
**This information is used to satisfy the affirmative action requirements of Section 503 of the Rehabilitation Act or necessitated by another federal law or regulation.**