

## **NOTICE TO ALL APPLICANTS**

Applicants for positions requiring on-site or off-site driving as part of their essential job duties must provide an original and current copy of their driving record prior to final consideration for employment.

As part of our reference verification process a driving record will also be obtained. Employment will not be offered if the driving record obtained in our reference verification process indicates:

**A DUI/DWI CONVICTION WITHIN 3 YEARS;**

**ANY LOSS OF LICENSE WITHIN 3 YEARS; OR**

**2 OR MORE TICKETS IN THE PAST 3 YEARS**

If any individual is offered a position prior to the final driving record check being completed or received by Desert Toyota from the state agency, when the DMV record is received if any of the above conditions exist, employment may be terminated immediately.

Driving records that are not automatically excluded, based on the above guidelines, but which contain more than two traffic violations in a 12-month period, will be evaluated on a case-by-case basis.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 04/20/10



# The Berge Group

## Application For Employment

Please indicate what position you are applying for at this time:

### Office

- Office Manager
- Payroll Clerk
- Accounts Receivable
- Accounts Payable
- Bookkeeper
- Title Clerk
- Warranty Clerk
- Billing Clerk
- File Clerk
- General Clerk
- Driver/Runner
- Receptionist

### Sales

- Sales Manager
- Sales Person (New Car)
- Sales Person (Used Car)
- Sales Person (Fleet)
- Sales Person (Internet)
- BDC
- F&I Manager
- Fleet Manager
- Internet Manager
- Used car Manager
- Lot Attendant

### Service & Repair

- Service Manager
- Service Writer/Advisor
- Shop Foreman
- Technician / Mechanic
- Diesel Technician
- Helper
- Painter
- Body Repair
- Lot Attendant
- Driver
- Detailer

### Parts

- Parts Manager
- Parts Counter
- Parts Wholesale
- Parts Warehouse
- Parts Driver

Name \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

Please read and sign page 4 of this application. We are a drug free work place. We check all applicant backgrounds for convictions and driving records.

### Other (list)

For Management Use	Status	Date
Interview Results		
Interview Results		
Background Results		
Drug Test Results		
Testing Results		

# Personal Data

Legal Name \_\_\_\_\_ Name You Prefer or Nick Name \_\_\_\_\_

Present Address \_\_\_\_\_ How long have you lived there? \_\_\_\_\_

Previous Address \_\_\_\_\_ How long did you live there? \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Drivers License Number \_\_\_\_\_ State \_\_\_\_\_ Social Security Number \_\_\_\_\_

1	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you at least 18 years of age?
2	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever worked for the company before? If yes explain, include dates.
3	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have friends working for the company? If yes, list them.
4	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have a valid Arizona driver's license?
5	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you been cited for a traffic violation in the last 5 years? Explain, include dates.
6	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you been convicted of a crime in the last 7 years? Explain.
7	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you currently on probation for a conviction? Describe.
8	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you capable of satisfactorily performing the essential job duties required of the position that this application address with or without a reasonable accommodation?

# Personal Education

(Circle last grade completed)	Elementary	High School	College	Graduate/Professional
School Name				
Years Completed	6 7 8	9 10 11 12	1 2 3 4	
Diploma/Degree				
Special Training Or Certificates:				

# What Hours Can You Work?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

# Previous Employment

Please list the names of your previous employers, present or last employer first. Be sure to account for all periods of time including military service, missionary service, etc. and any period of unemployment.

Name of present or last employer		Employment Dates	Pay	Title Or Position	Reason For Leaving
		From (mo/yr)	Start		
Address		To (mo/yr)	Ending	Supervisor	
City, State, Zip					
Telephone					
Previous employer		Employment Dates	Pay	Title Or Position	Reason For Leaving
Address		From (mo/yr)	Start		
City, State, Zip		To (mo/yr)	Ending	Supervisor	
Telephone					
Previous employer		Employment Dates	Pay	Title Or Position	Reason For Leaving
Address		From (mo/yr)	Start		
City, State, Zip		To (mo/yr)	Ending	Supervisor	
Telephone					
Previous employer		Employment Dates	Pay	Title Or Position	Reason For Leaving
Address		From (mo/yr)	Start		
City, State, Zip		To (mo/yr)	Ending	Supervisor	
Telephone					
Previous employer		Employment Dates	Pay	Title Or Position	Reason For Leaving
Address		From (mo/yr)	Start		
City, State, Zip		To (mo/yr)	Ending	Supervisor	
Telephone					
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been fired from a job? Explain			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	May we contact your current employer?			
Please explain any gaps in your work history.					



## References

Please list people who are not related to you, but who know you well.

Name	How Known	Address	Telephone	Years Known

## Emergency Notification

Please list at least 1 person that we can contact in an emergency

Name	Address	Telephone	Relationship

## Statement

**Do not sign until you have read the following:**

I understand that this application will be given every consideration, but it is not a promise of employment.

I understand that if I am hired, my employment will not be for a definite period, regardless of the period of payment of my compensation. I further understand that I have the right to terminate my employment at any time for any reason, and the Company may terminate my employment at any time, for any reason or for no reason with or without notice. The Company is an at will employer.

I understand that the company reserves the right to require me to submit to a test for the presence of drugs or alcohol in my system prior to employment and at any time during my employment. I understand that any offer of employment may be contingent upon the passing of a physical examination performed by a doctor selected by the Company. I understand that at any time after I am hired, the Company may require me to submit to an alcohol and drug test and under certain circumstances a physical examination. I consent to the disclosure of the results of physical examination tests, drug and alcohol tests, and related tests to the company.

In connection with the Company's consideration of me for employment, I understand that the company or persons or entities acting on its behalf, may conduct investigative inquires into my background that will include information regarding job references, personal references, criminal activity, driving and other reports pertaining to me. I authorize any person or entity contacted by the Company to release information regarding me and I further release any such person or entity from all liability for furnishing such information as well as releasing from liability any person or entity who performs these searches.

I hereby state that all of the information that I provide on this application and in any interviews is true, complete, and accurate. I understand that false statements misrepresentations of facts, or omissions may disqualify me for employment or if the Company employs me, it may result in my termination of employment.

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

