

AUTOMOBILE ACCEPTANCE CORPORATION

AUTOMOBILE ACCEPTANCE CORPORATION APPLICATION FOR EMPLOYMENT

*An Equal Opportunity Employer
(Valid for only 90 days)*

Please answer all questions. Provide only the information requested. Failure to do so will result in disqualification of your application. Resumes are not accepted in lieu of completion of this application. Note: This application was designed to use with several types of job positions. Some questions may not be completely applicable to the job position you are seeking; however, we ask that you answer all questions.

Last Name (Please Print) First Middle I. Social Security Number Today's Date

Present Address: Street City/State Zip Code Telephone Number

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying your legal right to work in the U.S. and your identity? Yes No

Have you ever been convicted of a felony? Yes No **If Yes, give dates and explain.** (Attach separate paper if necessary.) A conviction will not necessarily disqualify you from employment.

Are you over 18 years of age? Yes No

EDUCATIONAL DATA

School	Print Name, Number and Street, City, State, and Zip Code for each School	No. of Yrs. Completed	Degree	Major Course of Study
High School				
College				
Graduate School				
Trade, Bus., Night, or Corres.				
Other				

Other Skills: List any other job-related skills or qualifications that support your application.

In order to permit a check of your work and educational records, should we be made aware of any change of name or assumed name that you previously used? Yes No
 If yes, identify names and relevant dates.

Are you a veteran of the U.S. Military Service? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, what branch of service? _____ If Yes, beginning date and ending date of active duty: From : _____ To : _____ <small>Yr./Mo. Yr./Mo.</small> Date of Discharge from Military Service: _____

Do you have transportation to work? Yes No

Will you work overtime if asked? Yes No

Are there any hours, shifts, or days you will not work? Yes No If Yes, explain:

Do you have any friends or relatives who work here? Yes <input type="checkbox"/> No <input type="checkbox"/> Name: _____ Relationship: _____ Name: _____ Relationship: _____
--

Please Check Yes or No

Are you now employed? Yes No Are you on a layoff? Yes No Are you subject to recall? Yes No

May we contact your present Employer? Yes No

Previous Employers? Yes No

Please identify any exceptions and reasons for not contacting prior employers:

Please Check Yes or No

Have you filed an application here before? Yes No If Yes, give date: _____

Have you been employed here before? Yes No If Yes, give date: _____

EMPLOYMENT EXPERIENCE

ALL FORMER JOBS (List most recent job first.) Account for all time periods including unemployment, self-employment and military service. (Attach separate paper(s) if necessary.)

Employer	Dates Employed (From/To)	Work Performed
Address		
Job Title	Hourly Rate/Salary (Starting/Final)	
Immediate Supervisor	Telephone No. ()	
Reason for Leaving		

Employer	Dates Employed (From/To)	Work Performed
Address		
Job Title	Hourly Rate/Salary (Starting/Final)	
Immediate Supervisor	Telephone No. ()	
Reason for Leaving		

Employer	Dates Employed (From/To)	Work Performed
Address		
Job Title	Hourly Rate/Salary (Starting/Final)	
Immediate Supervisor	Telephone No. ()	
Reason for Leaving		

Employer	Dates Employed (From/To)	Work Performed
Address		
Job Title	Hourly Rate/Salary (Starting/Final)	
Immediate Supervisor	Telephone No. ()	
Reason for Leaving		

Employer	Dates Employed (From/To)	Work Performed
Address		
Job Title	Hourly Rate/Salary (Starting/Final)	
Immediate Supervisor	Telephone No. ()	
Reason for Leaving		

NOTICE TO APPLICANTS: This employer complies with the Americans With Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give the Employer permission to contact schools, previous employers, references, and others, and hereby release the Employer from any liability as a result of such contact. I understand that misrepresentations, omissions of facts or incomplete information requested in this application may remove me from further consideration for employment. In addition, if employed, any misrepresentations or omissions of facts called for in this application will be cause for dismissal at any time without any previous notice.

Applicants accepted for employment should clearly understand that while we make every effort to provide steady, continuous work, we have no employment contracts, and we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to our work rules, job performance, etc. Of course, employees may elect to leave on their own accord to seek other jobs.

I understand that my employment with the Employer is for no specific term and may be terminated by me or the Employer with or without notice or cause at any time. I further understand that no oral promise, Employer policy, custom, business practice or other procedure (including the Employer's Personnel Handbook or any personnel manuals) constitutes an employment contract or modification of the at-will employment relationship between me and the Employer.

The contents of any employee handbook or personnel manuals, as well as other Employer policies and practices, are subject to change or modification by the Employer, solely at its discretion, without notice. I also understand that no supervisor or other official of the Employer (except its Chief Executive Office, in writing) has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.

We conduct our business with the highest possible degree of safety and efficiency. Because of this, the Employer may require applicants for employment to undergo blood and/or urinalysis screening for drug or alcohol use as part of our pre-placement physical examination. In addition, all employees of the Employer are subject to blood tests or urinalysis screening for drug or alcohol use.

This application will remain active for ninety (90) days. Any applicant wishing to be considered for employment beyond ninety (90) days should reapply.

Also:

By signing below, I authorize Automobile Acceptance Corp. to engage an investigative consumer reporting agency to report on my credit and personal history.

Signature _____ Date _____

This Employer is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability or marital status. We assure you that your opportunity for employment with this Employer depends solely upon your qualifications.