

# Job Application

## Moorland Auto, LLC

3890 S Moorland Rd. New Berlin, WI 53151

(262)938-0033

Moorland Auto, LLC is an equal opportunity employer. This Application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

*Please fill out all of the sections below:*

### **Applicant Information**

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

### **Employment Position**

**Position(s) applying for:** \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

What days are you available for work? \_\_\_\_\_

What hours or shift are you available for work? \_\_\_\_\_

On what date can you start working if you are hired? \_\_\_\_\_

Do you have reliable transportation to and from work? \_\_\_\_\_

When are you able to start? \_\_\_\_\_

Salary desired: \_\_\_\_\_

### **Personal Information**

Driver's License #: \_\_\_\_\_

Driving Record:	Tickets (past 3 years)	Yes	No
	Accidents (past 3 years)	Yes	No

Explain any tickets or accidents in the past 3 years: \_\_\_\_\_

\_\_\_\_\_

Have you ever applied to or worked for Moorland Auto, LLC before?	Yes	No
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If yes, when? \_\_\_\_\_

Are you 18 years of age or older?	Yes	No
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Are you a U.S. citizen or approved to work in the United States?	Yes	No
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Do you have any condition which would require job accommodations?	Yes	No
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If yes, describe: \_\_\_\_\_

Have you ever been convicted of a criminal offense? (Felony or Misdemeanor)	Yes	No
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If yes, please state the nature of the crime(s), when and where convicted, and disposition of the case:

\_\_\_\_\_

*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that might affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

### **Job Skills/Qualifications**

Please list below the skills and qualifications you possess for the position for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you ASE certified?            Yes                            No  
 If Yes, what areas? \_\_\_\_\_  
 \_\_\_\_\_

Are you willing to attend classes/seminars/schooling? \_\_\_\_\_

Do you have your own tools? \_\_\_\_\_

**Circle the number that best describes your abilities in the following areas:**

- 10 =            Expert
- 9 , 8 , 7 =    Good
- 6 , 5 =        Fair
- 4 , 3 , 2 =    Needs Improvement
- 1 =            Poor
- 0 =            Never Performed

Maintenance Services and Fluid Changes -----	10	9	8	7	6	5	4	3	2	1	0
Brakes -----	10	9	8	7	6	5	4	3	2	1	0
Suspension -----	10	9	8	7	6	5	4	3	2	1	0
Steering -----	10	9	8	7	6	5	4	3	2	1	0
Wheel Alignments -----	10	9	8	7	6	5	4	3	2	1	0
Exhaust -----	10	9	8	7	6	5	4	3	2	1	0
Air Conditioning -----	10	9	8	7	6	5	4	3	2	1	0
Cooling System Repair -----	10	9	8	7	6	5	4	3	2	1	0
Engine Replacement -----	10	9	8	7	6	5	4	3	2	1	0
Engine Overhaul -----	10	9	8	7	6	5	4	3	2	1	0
Transmission Replacement -----	10	9	8	7	6	5	4	3	2	1	0
Transmission Overhaul -----	10	9	8	7	6	5	4	3	2	1	0
Engine Performance Diagnostics -----	10	9	8	7	6	5	4	3	2	1	0
Vehicle Diagnostics -----	10	9	8	7	6	5	4	3	2	1	0

**Previous Employment**

**Employer Name:** \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Employer Telephone: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**Employer Name:** \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Employer Telephone: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**Employer Name:** \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Employer Telephone: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**References**

*Please provide 3 personal/professional references below:*

Reference	Relation	Phone Number

## **Education and Training**

### **High School**

Name	Location(City, State)	Year Graduated	Diploma Earned

### **College/University**

Name	Location(City, State)	Year Graduated	Degree Earned

### **Vocational School/Specialized Training**

Name	Location(City, State)	Year Graduated	Degree Earned

## **Military**

Are you a member of the Armed Services?                                 Yes                         No

What branch of the military did you enlist? \_\_\_\_\_

What was your military rank when discharged? \_\_\_\_\_

How many years did you serve in the military? \_\_\_\_\_

What military skills do you possess that would be an asset for this position?

\_\_\_\_\_  
\_\_\_\_\_

## **AT-WILL-EMPLOYMENT**

The relationship between you and Moorland Auto, LLC is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or Moorland Auto, LLC. No representative of Moorland Auto, LLC has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and the company's owner.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_