

Riverdale BODY SHOP

2500 Indianapolis Blvd

Schererville In 46375

Phone: (219) 365-9600

Fax (219) 365-9850

EMPLOYMENT APPLICATION

This Company is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Date of Application: _____

PERSONAL INFORMATION

FIRST NAME

MIDDLE NAME

LAST NAME

SOCIAL SECURITY NUMBER

STREET ADDRESS

CITY

STATE

ZIP CODE

Are you 18 years old or over? YES NO

HOME PHONE

DAY PHONE

Have you ever been convicted of a crime? YES NO If yes, please explain:

How were you referred to our company? (Please circle the number of the most appropriate response.)

1

2

3

4

5

6

Advertisement

Employee

Recruiter/
Agency

College/
University

No Referral/
Walk-In

Other: _____

POSITION DESIRED

For what position are you applying? _____

Salary desired: \$ _____ per Hour Week Month Year

Scheduled Desired: Full Time Part Time # of Hours/ Week: _____

Could you work overtime? YES NO

What date would you be available to start work? _____

EDUCATION

SCHOOL NAME	CITY & STATE	DEGREE OR # OF YEARS COMPLETED	MAJOR/SUBJECT	GPA
HIGH SCHOOL				
COLLEGE				
COLLEGE				
GRADUATE SCHOOL				

List any certificates earned or in progress, and/or any additional training programs not included in your formal education.

Skills

If applicable to the position for which you are applying, indicate knowledge of the following areas:

Equipment

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Office Computers | <input type="checkbox"/> Oxy-Acetylene Torch | <input type="checkbox"/> Center Line Frame Gauges | <input type="checkbox"/> Adhesive & Sealer Guns |
| <input type="checkbox"/> Arc Welder | <input type="checkbox"/> Plasma Torch | <input type="checkbox"/> Wheel Alignment Equipment | <input type="checkbox"/> Tire Balancing Equipment |
| <input type="checkbox"/> Mig Welder | <input type="checkbox"/> Uni-Body Frame Straightening Equipment | <input type="checkbox"/> Freon Recovery & Recycling Equipment | <input type="checkbox"/> Glass Replacement & Repair Tools |
| <input type="checkbox"/> Tig Welder | <input type="checkbox"/> Laser Measuring System | <input type="checkbox"/> Electronic Scan Tools | <input type="checkbox"/> Body Pulling Tools |
| <input type="checkbox"/> Resistance Spot Welder | <input type="checkbox"/> Computerized Measuring System | <input type="checkbox"/> Computerized Inventory System | <input type="checkbox"/> Hydraulic Lifts |
| <input type="checkbox"/> Plastic Welding Equipment | <input type="checkbox"/> Mechanical Measuring System | <input type="checkbox"/> Digital Volt Ohm-Meter (DVOM) | <input type="checkbox"/> |

Skills

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> 4-Wheel Alignment | <input type="checkbox"/> Metal Shaping and Shrinking | <input type="checkbox"/> Plastic Repair | <input type="checkbox"/> Detailing |
| <input type="checkbox"/> Structural Measuring | <input type="checkbox"/> Computer Training | <input type="checkbox"/> Adhesive Repair | <input type="checkbox"/> Mig Welding |
| <input type="checkbox"/> Structural Repair | <input type="checkbox"/> Structural Damage Analysis | <input type="checkbox"/> Paint Application | <input type="checkbox"/> Tig Welding |
| <input type="checkbox"/> Electronic Diagnosis | <input type="checkbox"/> Passive Restraint Removal & Replacement | <input type="checkbox"/> Color Matching | <input type="checkbox"/> Resistance Spot Welding |

Other Skills: _____

PREVIOUS EXPERIENCE

List your current or most recent employment first, Include work related internships, military and volunteer work.

COMPANY NAME	CITY/STATE	PHONE #	POSITION HELD	EMPLOYED FROM TO

May we contact your employer? YES NO Salary: \$ _____ per _____

Supervisor's Name & Title: _____

Reason for leaving: _____

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Supervisor's Name & Title: _____

Reason for leaving: _____

COMPANY NAME	CITY/STATE	PHONE #	POSITION HELD	EMPLOYED FROM TO

May we contact your employer? YES NO

Salary: \$ _____ per _____

Supervisor's Name & Title: _____

Reason for leaving: _____

COMPANY NAME	CITY/STATE	PHONE #	POSITION HELD	EMPLOYED FROM TO

May we contact your employer? YES NO

Salary: \$ _____ per _____

Supervisor's Name & Title: _____

Reason for leaving: _____

COMPANY NAME	CITY/STATE	PHONE #	POSITION HELD	EMPLOYED FROM TO

May we contact your employer? YES NO

Salary: \$ _____ per _____

Supervisor's Name & Title: _____

Reason for leaving: _____

PROFESSIONAL REFERENCES

NAME	TITLE	COMPANY	PHONE #	PROFESSIONAL RELATIONSHIP

DRIVING INFORMATION

Complete the following if applying for position which requires driving:

Do you have a current driver's license? Yes/No
 State _____ Lic No. _____ Expiration Date _____

Has your driver's license ever been suspended or revoked? Yes/No
 If yes, please explain circumstances: _____

Do you have personal automobile insurance? Yes/No

If no, please explain circumstances: _____

Have you ever been cited for driving under the influence (DUI) or driving while intoxicated (DWI)? Yes/No

If yes, please explain the outcome: _____

Please list all moving traffic violations in the last five (5) years:

Offense/Date/Location

Offense/Date/Location

I hereby authorize Riverdale Body Shop to contact any of the companies I have listed above regarding my previous employment, professional references, and criminal conviction.

Initials of Applicant: _____

I understand I must provide satisfactory documents to establish my identity and right to work in the United States if I am offered a position with Riverdale Body Shop, and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to Riverdale Body Shop. I agree to release and hold harmless Riverdale Body Shop from all liability with respect to the receipt of such information.

If Riverdale Body Shop hires me, I agree that my employment and compensation can be terminated without cause, and with or without notice, at any time, at the option of either the company or myself.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with Riverdale Body Shop may be terminated.

APPLICANT'S SIGNATURE

DATE