

Employment Application

Please print. You must fully and accurately complete this application. Incomplete application will not be considered.

Position(s) applying for: _____ Date of application _____

Have you filled an application here before? Yes No If yes, give date _____

Name _____ Phone _____
Last First Middle

Address _____
Street City State Zip

Are you 16 or older? Yes No Are you 18 or older? Yes No Are you legally eligible for employment in this country (A U.S. citizen or alien authorized to work in the U.S.)? Yes No

If necessary, best time to call you at home is: _____

Date available for work _____ Wage required _____

Type of employment desired

Check the days you would be available to work, and specify the times you would be available to work each day:

Full-time
 Part-time
 Temporary/On Call
 Number of hours desired per week: _____

Monday _____ Friday _____
 Tuesday _____ Saturday _____
 Wednesday _____ Sunday _____
 Thursday _____

Do you have any commitments to another employer that might affect your employment with us? Yes No

General Information

Have you ever been convicted of a crime, excluding misdemeanors and traffic violations? Yes No

If yes, describe in full: _____

Have you ever been employed by this company before? Yes No If yes, give dates employed: _____

Are any of your relatives employed by this company? Yes No If yes, please list name(s), relationship and location:

Name _____ Relationship _____ Location _____

Educational History

School	No. Years completed	Name and Location of School	Major Course of Study	Average Grades	Did you Graduate?
High School					Yes / No
College or University					Yes / No
Other					Yes / No

What school activities and organizations including athletics did you participate in? (Please do not list those activities which would reflect race, color, religion, sex, national origin, disability or ancestry.) _____

What scholastic honors did you receive? _____

U.S. Military Service

Branch of Service: _____ From _____ To _____

Describe any special training _____

Work History

Give present or most recent position first

Information must be complete and accurate

Firm	Period	Position Held & Major Duties	Immediate Supervisor & Title	Reason for leaving
Name	From			
Street Address	To			
City & State	Wkly or Hrly* Rate of Pay			
Type of business Phone				
Name	From			
Street Address	To			
City & State	Wkly or Hrly* Rate of Pay			
Type of business Phone				
Name	From			
Street Address	To			
City & State	Wkly or Hrly* Rate of Pay			
Type of business Phone				
Name	From			
Street Address	To			
City & State	Wkly or Hrly* Rate of Pay			
Type of business Phone				

* Applicant need not answer. Failure to do so will have no bearing on consideration for employment.

Have you ever been disciplined for absenteeism or tardiness? Yes No

Do we have permission to check all information? Yes No Can we contact your current employer? Yes No

What other special qualifications do you have not listed above? _____

List outside activities (Please do not list those activities which would reflect race, color, religion, sex, national origin, disability or ancestry.)

Briefly stat why you would like to work with our company: _____

We are an equal employment opportunity company. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, age, sex, religion, height, weight, marital status, or disability.

I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that will prove this.

I understand that the company will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named herein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

All of the information on this application and made in conjunction with this application is correct and true to the best of my knowledge. I understand that any false or misleading statement made by me in connection with this application or the failure to disclose any material information will be grounds for immediate dismissal.

In consideration of my employment, I agree to conform to the rules and regulations of this company, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself. I understand that no manager or representative of this company, other than the president/owner of the company, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Signed _____ Date _____

This employment application will become inactive after 90 days. If you wish to be considered after that time, you must complete a new application. However, your application will be kept on file for 12 months.



Applicant Name _____ Date _____

Interviewing Manager _____

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1. Do you currently attend school? Where? How do you like it there? _____

 2. What hours are you available to work? _____

 3. What hobbies or extracurricular activities are you involved in? How do they affect your availability? _____

 4. Why do you want to work at Soft Touch Carwash? _____

 5. Tell me about your previous work experience. Favorite job? Least favorite? Why? _____

 6. Have you worked at any jobs you don't have listed on your application? _____

 7. Tell me about your grades in school. What is your GPA? _____

 8. Tell me about your favorite class. Your least favorite? _____

 9. How do your parents feel about you working at Soft Touch Carwash? _____

 10. Where do you see yourself six months from now? One year from now? What are your long-term goals? _____

11. In this position, you would be handling cash and making change for customers. How comfortable are you at doing that? Have you had any jobs where you had to handle cash?

12. You will be working in different weather extremes. How do you feel about working in the cold? How about the heat? _____

13. If you saw one of our customers, who had just been through the carwash, walking around their car and looking it over – as if something was wrong, what would you do? _____

14. If a customer was really upset about something, and they were yelling at you, what would you do? _____

15. Describe for me a time when you were able to turn an “unsatisfied” customer into a “satisfied” customer. What did you do to turn the situation around? _____

16. What is your own personal philosophy on how to treat the customer? _____

17. What is the one thing, about you, that would make you a good addition to our team?

Manager Comments : _____
