



ROSWELL TOYOTA
An Equal Opportunity Employer
APPLICATION FOR EMPLOYMENT

This application is good for 30 days only. For consideration after 30 days a new application is required.

Please print:		
Name (Last)	(First)	(Middle initial)
Street Address		City, State, Zip
Telephone		Social Security Number:
(Home)	(Business)	
Are you legally eligible for employment in the U.S.? Yes <input type="checkbox"/>		Are you over the age of 16? Yes <input type="checkbox"/>
No <input type="checkbox"/>		No <input type="checkbox"/>
Position Desired:	Full Time Part Time (circle one)	Rate of pay desired:
		_____ per _____

When are you available for work? _____ / _____ / _____	Driver's Lic. #:
	State:
	Expiration date:
How were you referred to Roswell Toyota: _____	
Employee Referral: _____ (Name of employee)	
Newspaper: _____ (Name of paper)	
Have you previously been employed by Roswell Toyota or Affiliates? _____	
If yes, give date: _____	

<p>Have you even been convicted of a crime, other than a minor traffic offense? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>A conviction will not necessarily disqualify you for employment. Related Factors such as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.</i></p> <p>If yes, explain:</p> <p>_____</p> <p>_____</p> <p>Have you ever been arrested? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please explain:</p> <p>_____</p> <p>_____</p>

EQUAL EMPLOYMENT OPPORTUNITY. ROSWELL TOYOTA and its affiliates (collectively, **Roswell Toyota**) is an equal opportunity employer. ROSWELL TOYOTA does not discriminate against applicants or employees based on race, color, sex, religion, marital status, national origin, age, veteran status, disability, or other protected classification. This policy of nondiscrimination extends to all terms, conditions and privileges of employment and all personnel actions.

EDUCATION	NAME AND ADDRESS OF SCHOOL	NUMBER OF YEARS COMPLETED	GRADUATED	MAJOR/DEGREE
HIGH SCHOOL			YES NO	
COLLEGE			YES NO	
COLLEGE			YES NO	
BUSINESS OR TRADE			YES NO	
OTHER			YES NO	

DESCRIBE ANY EDUCATION COURSE(S), AND/OR PROGRAM(S) YOU ARE CURRENTLY ENROLLED IN, AND THE TARGET DATE FOR COMPLETION:

DESCRIBE ANY ADDITIONAL TALENTS OR SKILLS THAT YOU MAY HAVE THAT WILL BENEFIT THIS COMPANY IF HIRED:

LIST ALL CURRENT AND FORMER EMPLOYERS BEGINNING WITH THE MOST RECENT. ACCOUNT FOR ALL PERIODS BETWEEN JOBS. ATTACH SEPARATE SHEETS IF NECESSARY. IF ANY EMPLOYMENT WAS UNDER A DIFFERENT NAME, INDICATE NAME:

COMPANY: _____ ADDRESS: _____ TITLE AND DUTIES: _____ REASON FOR LEAVING: _____ <p style="text-align: center;">SUPERVISOR:</p>	FROM MO/YR	TO MO/YR
<u>SALARY</u> STARTING: ENDING:		
COMPANY: _____ ADDRESS: _____ TITLE AND DUTIES: _____ REASON FOR LEAVING: _____ <p style="text-align: center;">SUPERVISOR:</p>	FROM MO/YR	TO MO/YR
<u>SALARY</u> STARTING: ENDING:		
COMPANY: _____ ADDRESS: _____ TITLE AND DUTIES: _____ REASON FOR LEAVING: _____ <p style="text-align: center;">SUPERVISOR:</p>	FROM MO/YR	TO MO/YR
<u>SALARY</u> STARTING: ENDING:		
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COMPANY: _____ ADDRESS: _____ TITLE AND DUTIES: _____ REASON FOR LEAVING: _____ <p style="text-align: center;">SUPERVISOR:</p>	FROM MO/YR	TO MO/YR
<u>SALARY</u> STARTING: ENDING:		

OFFICE USE ONLY: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the information set forth in the application for Employment is true and complete to the best of my knowledge, and I authorize **Roswell Toyota** to verify its accuracy and to hereby authorize my previous employers (as indicated), educational institutions and references to release such information as may be requested by **Roswell Toyota** and I release them from any and all liability, claims or damages that may result from the use, disclosure or release of such information. I also release **Roswell Toyota** from all liability of whatever decision based on such information. I understand that any false statements, omissions, or misrepresentations made in this application may be grounds for rejecting my employment application and, if I am employed by **Roswell Toyota**, termination of my employment from **Roswell Toyota**.

I understand that **Roswell Toyota** may conduct criminal, credit, and driving record checks. I hereby authorize **Roswell Toyota** to obtain a consumer credit report for employment purposes and I acknowledge that I have received prior written notification that a consumer credit report may be obtained for employment purposes.

Following an offer employment, and as a continuing condition of employment should I be hired, **Roswell Toyota** may require that I submit to a medical examination. **Roswell Toyota** also reserves the right to require me to undergo drug testing prior to employment or at any time during my employment, to the extent permitted by law.

I agree that if an employment offer is extended to me and accepted, I will comply with all of **Roswell Toyota's** policies, rules, regulations. However, I understand that neither the policies, rules, regulations nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and is at will. I further understand that **Roswell Toyota** or I may cancel my employment at any time with or without prior notice, and for any reason not prohibited by law.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENT AND AUTHORIZATION.

Signature of Applicant

Date

ROSWELL TOYOTA

2211 West 2nd Street

Roswell, NM 88201

(505) 622-5860

Pre-Employment Consent and Release Form

Part of the hiring process for Roswell Toyota includes testing for controlled substances. If you wish to complete the process, you must participate in such testing and consent to such testing by signing this form.

Consent and Release

I understand that if I am found to be under the influence of intoxicants, I will not be hired as a Roswell Toyota employee. Any consent to testing is voluntary on my part.

I consent to testing of a urine specimen provided by me in order to determine the presence of controlled substances, and recognize that the results of an analysis of such specimen will be used to determine suitability for employment. I authorize the release of the testing results to Thomas W. Krumland or Gayle H. Luth.

Signature: _____ Date: _____

Printed name: _____