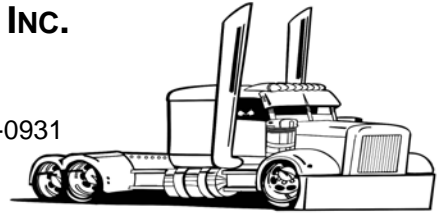


NORTH FLORIDA TRUCK PARTS, INC.
 510 SW Arrowhead Terrace
 Lake City, FL 32024
 Ph: (386) 752-8238 Toll Free: (800) 356-0931
 Fax: (386) 755-6070



Application for Employment

Applicants are considered without regard to race, color, creed, age, disability, sex, religion, national origin, sexual orientation, marital or veteran status.

I. GENERAL

Date _____ Social Security No. _____ Home Phone _____
 Name _____ Cell Phone _____
(First) (Middle) (Last)
 Present Address _____ How Long? _____
(Street) (City) (State) (Zip)
 Permanent Address _____
(Street) (City) (State) (Zip)
 Have you worked for this company before? Yes / No Dates: From _____ To _____
 Reason for leaving _____
 Relatives in our employ? Yes / No Name _____
 Position desired _____ Full-time _____ Part-time _____ Rate of pay expected _____ Who referred you _____

II. EDUCATIONAL/MILITARY BACKGROUND

Circle highest grade completed: High School 1 2 3 4 5 GED Yes / No College 1 2 3 4
 Last school attended _____ Did you graduate? _____
 List Degrees or Honors Received _____
 List special courses taken that might help you in the work applied for _____
 MILITARY: Branch _____ From _____ To _____ DD214 Narrative reason for discharge _____
 Honorable discharge? Yes _____ No _____
 Dishonorable discharge is not an absolute bar to employment and other factors will be taken into consideration.

REFERENCES:

Name _____ Phone _____
 Address _____ Occupation _____
 Name _____ Phone _____
 Address _____ Occupation _____

HOW DID YOU HEAR ABOUT US?

ADVERTISING SOURCE _____ OTHER _____ COMPANY EMPLOYEE _____
 SOURCE _____ SPECIFY _____ NAME _____

III. HISTORY OF EMPLOYMENT

(List Present Employer First)

Account for all past employment. Use additional sheets if necessary.

Dates	Employers	Type of Business	Your Position	Rate of Pay	Hours Worked
From	Name				
To	Address				
	Supervisor				
	Phone No.				

Reason for leaving _____

May we contact this employer? Yes / No

From	Name				
To	Address				
	Supervisor				
	Phone No.				

Reason for leaving _____

From	Name				
To	Address				
	Supervisor				
	Phone No.				

Reason for leaving _____

Have you ever been convicted of a felony and/or a serious misdemeanor? Yes / No Penalty _____

If yes, explain details, circumstances and dates: _____

Note: Conviction will not necessarily disqualify an applicant from employment.

VEHICLE LICENSES

Auto License No. _____ State _____ Expiration Date _____

Chauffeur's License No. _____ State _____ Expiration Date _____

Has your license ever been suspended or revoked? _____ If yes, explain _____

VEHICLE MAINTENANCE SPECIALIZATION

Equipment	Knowledge (Check)	Experience (No. of Years)	Equipment	Knowledge (Check)	Experience (No. of Years)
Sheet Metal Equipment			Air Conditioning Repair		
Body Work			Alignment		
Electrical and Ignition Repair			Brake Replacement Diagnosis		
Arc Welder			Driveline Repair		
Mig/Tig Welder			Electronic Engine Sensors		
Air Brakes			Barcoding		
Electrical Troubleshooting			Service of Diesel Engines		
Starting/Charging System Diagnosis			Computer Usage		
Diesel Engine Tune-Up			Other:		

Do you own a complete set of tools? Yes / No

If not, for a mechanic’s position, would you be willing to purchase tools as required? Yes / No

SHOP EXPERIENCE

Truck (gas or diesel) _____ Years _____ Bus (gas or diesel) _____ Years _____

How many years of auto shop experience have you had? _____

ADMINISTRATIVE EXPERIENCE

Skill	Years of Experience	Skill Level	Skill	Years of Experience	Skill Level
Typing		wpm	Outlook		
Billing			Microsoft Word		
Accounts Receivable			Graphics (any type)		
Accounts Payable			Excel		
10-Key		kspm	Other:		

TO BE READ AND SIGNED BY APPLICANT

I certify that the information provided on the application is true and complete. I agree that if there is any misrepresentation or omission concerning the information on the application, any offer of employment to me may be withdrawn, and if I have already been hired, my employment may be terminated.

I understand that any offer of employment by this employer may be contingent upon (1) my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States, (2) successful completion of any post-offer physical exam and/or drug/alcohol test that may be required by the company, and (3) proof of a valid driver’s license and satisfactory driving record.

No promises concerning the nature or length of my employment have been made to me. If I am hired, I understand that I have the right to terminate my employment at any time, and for any reason. I also understand that the company has the same right to terminate my employment at any time and for any reason. I understand that no one employed by the company has the authority to modify these conditions, except in a written document signed by the president of the company.

I authorize this company and its representatives to make an investigation of my past employment and education background. I authorize any past or present employer, and education institution, to release information concerning my employment and educational background to this company. I hereby release all persons, past and present employers, and educational institutions from any liability to me if they supply information to this employer as part of its investigation.

My signature reflects that I have read, understood, and have agreed to these terms and conditions.

Applicant’s Signature

Date

Thank you for your employment inquiry with North Florida Truck Parts.