



1789 County Route 50, Arkport, New York 14807  
 Phone: 607-324-8325 Fax: 775-860-5203  
 Web: [www.rjcars.com](http://www.rjcars.com) Email: Jacobs@rjcars.com

**Employment Application**  
**Name and Address**

Name (First, MI, Last): _____	Social Security Number _____
Mailing Address: _____	
City, State and Zip Code: _____	
Home Phone: _____	Email: _____
Alternate Phone: _____	

**POSITION APPLYING FOR:** \_\_\_\_\_

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

**Additional Information**

If under 18 years of age, please list age: \_\_\_\_\_ Do you have your Working Paper Certificate? \_\_\_\_\_

Do you have a valid NYS Driver's License? Yes  No

Have you been convicted of any moving violations within the last 3 years? Yes  No  If Yes, please explain:

I certify that I am a U.S. Citizen, permanent resident or foreign national with authorization to work in the United States.  
 Yes  No

Have you ever been convicted of or entered a plea of guilty, no contest or had a withheld judgment to a felony? Yes  No   
 If Yes, please explain:

**Education**

High School:	From:	To:	Graduate?
Major:		Type of Diploma:	

College or Other School:	From:	To:	Graduate?
Major:		Type of Degree or Certificate:	

College or Other School:	From:	To:	Graduate?
Major:		Type of Degree or Certificate:	

Other Special Training Related to the Position Applying For: \_\_\_\_\_



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**Work History**

**Current/Most Recent Employer:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

May we contact this employer? Yes  No

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Primary Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

May we contact this employer? Yes  No

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Primary Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_



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**Work History**  
 (Continued)

<b><u>Employer:</u></b>	
Company Name: _____	
Address: _____ City: _____ State: _____ Zip: _____	
Phone: _____ Dates Employed: From _____ To _____	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Job Title:	Supervisor:
Primary Job Duties: _____ _____ _____ _____	
Reason for Leaving:	

**References**

Please List 4 people, other than a relative, that we may contact as a personal reference.

Name: _____	Phone: _____	How long known? _____
Name: _____	Phone: _____	How long known? _____
Name: _____	Phone: _____	How long known? _____
Name: _____	Phone: _____	How long known? _____

I understand that acceptance of this application by RJ CARS, INC. does not serve as an employment contract. I further understand that, if accepted, my employment by RJ CARS, INC. shall be probationary for a period of 90 days and further that at any time during the probationary period or thereafter, my employment relation with RJ CARS, Inc. can be terminated at will for any reason by either party.

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration or my employment with this company terminated.

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