

BEHIND THE WHEEL DRIVING ACADEMY

Employment Application

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

Personal Information

First Name _____ Middle Initial _____ Last Name _____

Street Address _____

City, State, Zip Code _____

Phone Number (____) _____ Email _____

Have you ever applied to / worked for Company before? [] Y or [] N

If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for Company? [] Y or [] N

If yes, state name & relationship: _____

Are you over the age of 21? [] Y or [] N If not, do you have an age employment/age certificate? [] Y or [] N

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to work in the United States? [] Y or [] N

Have you been convicted of or pleaded no contest to a felony within the last five years? [] Y or [] N

If hired, are you willing to submit to and pass a physical exam and controlled substance test? [] Y or [] N

Position and Availability

Position(s) applied for: _____

Are you applying for:

- Casual work? [] Y or [] N
- Regular part-time work? [] Y or [] N
- Regular full-time work? [] Y or [] N

What days and hours are you available to work? _____

If hired, on what date can you start working? ____ / ____ / ____

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? [] Y or [] N

If no, describe the functions that cannot be performed: _____

Education, Training and Experience

High School:

School name: _____

School city, state, zip: _____

Number of years completed: _____ Did you graduate? [] Y or [] N

Degree / diploma earned: _____

College / University / Vocational School:

School name: _____

School city, state, zip: _____

Number of years completed: _____ Did you graduate? [] Y or [] N

Degree / diploma earned: _____

Military:

Branch: _____ Rank in Military: _____ Total years of Service: _____

Skills/duties:

Additional Licenses, Skills, Training, Awards (please list)

Are you currently a Certified Driver Education Instructor in Indiana? [] Y or [] N

If no, are you willing to become certified at your own expense? [] Y or [] N

Do you speak, write, or understand any foreign languages? [] Y or [] N

If yes, describe which language(s) and how fluent of a speaker you consider yourself to be:

Employment History

Complete the required information for each position and account for any gaps in employment.

Are you currently employed? Y or N

If you are currently employed, may we contact your current employer? Y or N

1. Company: _____ Supervisor: _____

Address: _____ Telephone Number: _____

City, state, zip: _____

Business Type: _____ Employed from: _____ to _____

Position & Duties: _____

Reason for Leaving: _____

2. Company: _____ Supervisor: _____

Address: _____ Telephone Number: _____

City, state, zip: _____

Business Type: _____ Employed from: _____ to _____

Position & Duties: _____

Reason for Leaving: _____

3. Company: _____ Supervisor: _____

Address: _____ Telephone Number: _____

City, state, zip: _____

Business Type: _____ Employed from: _____ to _____

Position & Duties: _____

Reason for Leaving: _____

References

List below three individuals – **not family members** – who have knowledge of your work performance.

1. Name: _____ Telephone Number: _____

Address: _____ Email: _____

City, State, Zip: _____

Occupation: _____ Number of Years Acquainted: _____

2. Name: _____ Telephone Number: _____

Address: _____ Email: _____

City, State, Zip: _____

Occupation: _____ Number of Years Acquainted: _____

3. Name: _____ Telephone Number: _____

Address: _____ Email: _____

City, State, Zip: _____

Occupation: _____ Number of Years Acquainted: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Behind The Wheel Driving Academy to verify their accuracy and to obtain reference information on my work performance. I hereby release Behind The Wheel Driving Academy from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions or facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or 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 at will and either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____