



UNI-SELECT®
USA

EMPLOYMENT APPLICATION FORM

OUR MISSION: To be the Supplier of Choice for Vehicle Replacement Parts and Services.

OUR VISION: To Build an Efficient Distribution Network Supplying Vehicle Replacement Parts and Providing Services to Meet the Evolving Needs of Our Customers and to Create Economic Value.

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Uni-Select USA is an equal opportunity employer committed to nondiscrimination in the workplace pursuant to all federal, state, and local laws. This commitment includes, but is not limited to race, color, sex, religion, religious creed, national origin, disability, marital status, ancestry, socioeconomic status, ethnic background, age, sexual orientation or pregnancy.

Within the application process, we may perform routine inquiries that will provide information concerning your personal history and past work performance. Proof of eligibility to work and education may be required upon hiring. If you need assistance in completing the application, please let us know so that we can discuss reasonable accommodation.

NAME: _____	DATE: _____
ADDRESS: _____	PHONE: _____
CITY: _____	SS#: _____
STATE OR PROVINCE/ZIP: _____	COUNTY _____
POSITION Applying For: _____	

Previous Address (With County) _____
 PHONE: _____
 COUNTY _____

Previous Address (With County) _____
 PHONE: _____
 COUNTY _____

FORMER EMPLOYERS*

Begin with your present or last work experience
 Include volunteer work experiences.

Company: _____ Employed from: _____ to: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Last position title: _____ Salary: starting: _____ ending: _____
 Reason for leaving: _____ Hours worked/week: _____
 Immediate Supervisor: _____ Phone: _____
 Duties, responsibilities, and number you supervised: _____

 My initials, _____, indicate my willingness for you to talk with this prior employer.

Company: _____ Employed from: _____ to: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Last position title: _____ Salary: starting: _____ ending: _____
 Reason for leaving: _____ Hours worked/week: _____
 Immediate Supervisor: _____ Phone: _____
 Duties, responsibilities, and number you supervised: _____

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Company: _____ Employed from: _____ to: _____
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 Immediate Supervisor: _____ Phone: _____
 Duties, responsibilities, and number you supervised: _____

 My initials, _____, indicate my willingness for you to talk with this prior employer.

***LIST ANY ADDITIONAL WORK-RELATED EXPERIENCE ON A SEPARATE SHEET OF PAPER.**

ARMED FORCES work experience: from: _____ to: _____
 Immediate supervisor: _____ Means of contacting this supervisor: _____
 Duties, responsibilities, and number you supervised: _____

 My initials, _____, indicate my willingness for you to talk with this prior employer.

- Yes No Are you 18 years old or older? If no, can you provide work permit, if necessary?
- Yes No Did you complete high school or GED?
- Yes No Did you complete college? If yes, field: _____
- Yes No Do you have special licensing or certifications? If yes, field: _____
- Yes No Can you provide proof of legal right to work in country?
- Yes No Do you speak English?
- Yes No Other languages? If yes, which ones? _____
- Yes No Have you worked for this company before?
- Yes No Are you related to an employee of this company?
- Yes No Are you subject to any employment or non-competition agreements? If yes, please provide us with a copy of the agreement(s). The agreement(s) will be forwarded to our HR Department for review.

- Yes No Can you work weekends, evenings, and shifts?
- Yes No Are you willing to undergo a drug screen?
- Yes No Have you ever been disciplined or fired from a job? If yes, explain: _____
- Yes No Can you travel, if required?
- Yes No Have you been convicted of a felony within the last 7 years? (A yes or no answer to this question does not necessarily disqualify the applicant from employment.)
- Yes No Can you work in a non-smoking environment?
- Yes No Have you made application to work for this company before?

ADDITIONAL WORK SKILLS

DO YOU HAVE EXPERIENCE IN THE FOLLOWING:

- Record Keeping
- General Ledger
- Dictaphone
- Internet Use
- Bank Reconciliation
- Trial Balance
- 10-Key
- Computer Software
- Accounts Receivable
- Financial Statements
- Calculator
- Cash Register
- Accounts Payable
- Full Charge Bookkeeper
- Statistical Typing
- Brake Lathes
- Spread Sheets
- Word Processing
- Sales
- Facsimile
- Payroll
- PBX/Switchboard
- Typing Speed _____
- Other _____

DRIVING EXPERIENCE & QUALIFICATIONS

License Number _____ State _____ License Type _____ Expiration Date _____

Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes No

Has any license, permit, or privilege ever been suspended? Yes No

I, _____, request and authorize disclosure of my driving record from the Department of Motor Vehicles to the employer who is considering me for employment.

REFERENCES

Name	Telephone	Business	Years Known
	Day Phone:		
	Evening Phone:		
	Day Phone:		
	Evening Phone:		
	Day Phone:		
	Evening Phone:		

APPLICANT'S AGREEMENT

I UNDERSTAND AND AGREE THAT:

1. If I misrepresent or deliberately leave out a fact in my application, I may be refused employment or, if employed, I may be terminated.
2. If employed, I may terminate my employment at any time without notice or cause, and the Company may terminate or modify the relationship at any time without notice or cause. I agree to conform to the rules and regulations of the Company and I understand that no department head or representative of the Company, other than the president or designated officer of the Company, has the authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the Agreement.
3. As a condition of employment or my continued employment, I may be requested by the Company to submit to a urinalysis, drug screen, and/or other tests and that my failure to take such test(s) when requested to do so or unsatisfactory test results will disqualify me from consideration for, or if I am then employed, may result in my immediate termination.
4. Although management attempts to accommodate individual circumstances, including religious observance requirements, business needs may at times make the following conditions required: overtime, rotating work schedule, or work schedule that includes Saturday and Sunday.
5. If employed, my employment is for no definite period of time, and if terminated, the Company is liable only for wages or salary earned as of the date of termination.
6. I authorize the Company to verify all information provided by me and to contact any organization or individual that I have listed on my employment application or resume or mentioned in job interviews and obtain from them any relevant information about my job qualifications, including my experience, skills, and abilities. I understand that I am consenting to the release of any reference-related information about me held or known by former employers, supervisors, and co-workers. In addition, I consent to the release of any information about my education, experience, abilities, performance, attendance, conduct, or other work-related characteristics or issues held or known by other organizations, or individuals, including schools, and educational institutions, professional or business associates, and friends and acquaintances that the Company might contact in the course conducting a reference check or background investigation of my suitability for employment or procuring or having a police report prepared for this purpose.

I understand and acknowledge that this release of information can involve my qualifications, performance, credentials, or other characteristics or factors affecting my suitability for employment with the company.

In exchange for the Company's consideration of my employment application, I release the Company and any organization or individual it may contact pursuant to paragraph six from any and all damages, liabilities, or claims that may exist or arise relating in any way to the release or receipt of information as provided herein. I further agree not to file or pursue any complaint claims or legal actions of any kind against any organization or individual that provides work-related information about me to the Company or its agents in accordance with the terms and intent of this release. I also not to file or pursue any complaints, claims, or legal actions against the Company or any of its employees, representatives, or agents arising out of their efforts to obtain work-related information about me.

7. I have read and agree to the above. I hereby certify that the facts I have provided in this employment application are true and complete.

Signature: _____ Date: _____

Uni-Select USA and Subsidiaries are Equal Opportunity Employers.