

**CEE-KAY'S ONE MILLION AUTO PARTS
EMPLOYMENT APPLICATION
AN EQUAL OPPORTUNITY EMPLOYER**

NOTICE: Applicants should read the following information carefully before filling out any of the questions in this form. Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in employment because of race, color, sex, religion, or national origin. It is also illegal to discriminate in employment of persons because of their age if over 40 years of age, or because of a handicap, disability, marital status, unfavorable military discharge.

Date _____

Name _____
Last First Middle

Telephone Number _____

Present Address _____
Street City State Zip Code

Are you applying for: Full-Time _____ Part-Time _____ Position: _____

Would you be available to work overtime, if necessary? YES _____ NO _____

On what date would you be available for work? _____

At what stores are you seeking employment? MOOSIC ___ SCRANTON ___ KINGSTON ___ PITTSTON ___ WILKES BARRE ___

WRITE HOURS AVAILABLE	Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Number of Hours Desired Per Week: _____
	From:								
	To:								

Specific reason why you want part-time/full-time work and number of hours indicated? _____

Have you ever applied to or worked for this Company before? YES _____ NO _____ If yes, when? _____

Are you 18 years or older? YES _____ NO _____

If hired, can you provide the documents required to prove you are authorized to work in the United States? YES _____ NO _____

Have you been convicted of a crime(s), other than minor traffic violations within the last seven (7) years? YES _____ NO _____

If yes, give detail(s), nature of the crime(s), when/where convicted and disposition of the case: _____

NOTE: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the positions(s) applied for may, however, be considered.

School	Name & Address	No. of Years Completed
High School	_____	_____
College	_____	_____
University	_____	_____
Other	_____	_____

List Below 3 Most Recent Employers, Starting With Most Recent:

Name of Firm & Supervisor	Address & Telephone	Dates of Employment	Hourly Pay Rate	Reason For Leaving	Position & Duties
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		Starting: _____ Ending: _____		
		Starting: _____ Ending: _____		
		Starting: _____ Ending: _____		

References: List below 2 persons you have known at least one year. DO NOT LIST RELATIVES OR FORMER EMPLOYERS.

Name: _____ Telephone # _____

Address _____
 # Street City State Zip Code

Number of Years Acquainted _____ Occupation _____

Name: _____ Telephone # _____

Address _____
 # Street City State Zip Code

Number of Years Acquainted _____ Occupation _____

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that to be employed I must be lawfully authorized to work in the United States and I must show the employer documents that will prove this.

I understand that the company will thoroughly investigate my work and personal history and verify all data given on the application, on related papers, in interviews, and through credit checks. I authorize all individuals, schools, credit reference organizations, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

This application will remain active for a period of 45 days. If at the end of 45 days you are still interested in employment and have not been contacted, you should return and complete a new application.

I understand that nothing contained in the application or conveyed during any interview which may be granted is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representatives contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company's President.

_____ **Date**

_____ **Applicant's Signature**



Many of our positions require a valid driver's license. All candidates must complete this information. Thank you.

FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT

In accordance with the provisions of Section 604(b)(2)(A); 606 and 615 of the Fair Credit Reporting Act, effective September 30, 1997, you are being informed that reports verifying your previous employment, previous drug and alcohol test results, and your driving record may be obtained on you for employment purposes.

Note: In accordance with DOT regulations for appropriate drivers Sections 382.413, 391.23 and 391.25 of the Federal Motor Carriers Safety Regulations, requires these reports.

I also understand that if employed, my employer will periodically review my Motor Vehicle Record to determine continued eligibility to drive a company vehicle.

This authorization is valid for pre-employment purposes and as long as I am an employee and may only be rescinded in writing.

Candidate Acknowledgment

_____ Date
Print full name as it appears on driver's license

Signature

_____ Birth date _____ Driver's license # _____ State _____ Expiration

Do you have auto insurance? Yes _____ No _____

Has your insurance ever been cancelled? Yes _____ No _____

Any convictions for moving violations in the past three years? Yes _____ No _____

If yes provide date(s) and reason(s) _____

Suspensions/Revocations (provide date/reason) _____

WHY SHOULD CEE-KAY HIRE ME?
(no applicant will be considered without completing this section)

