

# **B&M**

## **AUTO SALES & PARTS, INC.**

W227 S2698 Racine Avenue  
Waukesha, WI 53186  
(262) 542-2255 • 1-800-236-2301 • FAX (262) 542-0263

### **EMPLOYMENT APPLICATION**

FOR

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

### **AN EQUAL OPPORTUNITY EMPLOYER**

B&M Auto Sales & Parts Inc. provides equal employment and advancement opportunity for all qualified individuals without discrimination because of race, color, sex, creed, religion, age, pregnancy, national origin, arrest or conviction record, military service, marital status, genetic testing, disability, sexual orientation, honesty testing, veteran status, use or nonuse of lawful products away from work or any other protected characteristic recognized under applicable state, federal or local law.

Revised 10/15

**Must fill out application completely**

Name (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Only required if under 18 years old)

Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Are you legally eligible to work in the U.S.? \_\_\_\_\_  
(Proof of identity and eligibility will be required upon employment.)

If driving is part of the job applied for, do you have a current driver's license? (yes) \_\_\_ (no) \_\_\_  
(If uncertain, please ask for verification before responding.)

Position(s) for which you are applying \_\_\_\_\_

Salary requirements \_\_\_\_\_ Date available to start \_\_\_\_\_

Type of employment you are seeking (circle): FULL-TIME PART-TIME TEMPORARY

How were you referred to B&M? \_\_\_\_\_

Are you willing to work overtime? (yes) \_\_\_\_\_ (no) \_\_\_\_\_

**EDUCATION**

	Name	Location	From	To	Major	Degree & Date Received
High School						
Business or Trade School						
College						
Graduate School						
School activities & honors (excluding those indicating race, color, religion, sex, national origin, disability or age)						

**COMPUTER SKILLS**

Typing _____ wpm	Data Entry (alpha) _____	Data Entry (numeric) _____
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List computer program used and number of years experience with each:

Program \_\_\_\_\_ Years of experience \_\_\_\_\_

Program \_\_\_\_\_ Years of experience \_\_\_\_\_

Program \_\_\_\_\_ Years of experience \_\_\_\_\_

Program \_\_\_\_\_ Years of experience \_\_\_\_\_

List other computer programs familiar with: \_\_\_\_\_  
 \_\_\_\_\_

Describe previous professional automotive industry experience \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MILITARY SERVICE**

Branch \_\_\_\_\_ Rank \_\_\_\_\_

Date \_\_\_\_\_ Status \_\_\_\_\_

**REFERENCES**

Please list three former academic or personal references familiar with your abilities. Do not list relatives or former supervisors.

Name	Occupation	Relationship	Years Known	Phone

**ADDITIONAL INFORMATION**

Have you previously applied to B&M \_\_\_\_\_

Have you previously work for B&M \_\_\_\_\_

Do you now have or have you previously had relatives employed at B&M \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Have you been convicted of an offense other than a minor traffic violation \_\_\_\_\_

If yes, please explain the circumstances of the conviction \_\_\_\_\_

\_\_\_\_\_

**[A conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking.]**

Please describe your interest in B&M and the skills and aptitudes that qualify you for a position. In describing your interests, you may wish to include civic and community activities, professional societies, licenses and certifications. However, you may exclude those indicating race, color, religion, sex national origin, disability or age or any other legally protected characteristic.

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

(List more recent first. Explain any periods of unemployment.)

<b>Name of Employer</b>	Telephone
Address	Employed (MO/YEAR) From To
Supervisor's Name May we contact? <b>YES NO</b>	Salary Start Finish
Responsibilities	Reason for leaving
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Have you ever been disciplined or discharged for misconduct or unsatisfactory service or forced to resign from any position? If so, state date, name and address of employer and reason for discharge or forced resignation in each case \_\_\_\_\_

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**CERTIFICATION AND ATTESTATION OF APPLICANT**

**[PLEASE READ CAREFULLY]**

I understand that by completing and submitting this application for consideration for employment at B&M Auto Sales and Parts, Inc. (Company), B&M Auto Sales and Parts, Inc. has no obligation to hire me for employment. I also understand, if I become employed at B&M Auto Sales and Parts, Inc., my employment will be on an at-will basis which I understand to mean that B&M Auto Sales and Parts, Inc. or I can terminate my employment at any time, for any reason, with or without cause, with or without prior notice. I further understand that no representative of B&M Auto Sales and Parts, Inc. has the authority to make any assurances to the contrary and I understand that I will not be guaranteed employment for any indefinite duration.

By my signature below, I authorize the Company to contact references provided for employment reference checks and to verify the information contained in this application. I hereby release B&M Auto Sales and Parts, Inc. from any and all liability of whatever kind and nature which could result from obtaining and basing any employment decision on such information.

I attest by my signature below that I have provided B&M Auto Sales and Parts, Inc. with truthful, accurate and complete information on this application. I also attest that I have not concealed or omitted any information requested, and I attest I have not falsified statements of any kind in the application process or omitted or provided misleading information. I understand that if any information I have provided in this application is false or untrue, or if I have concealed or omitted any information requested, this will result in my denial of employment or immediate dismissal if I become employed by B&M Auto Sales and Parts, Inc.

Signature of Applicant: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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



**APPLICANT CONSENT FORM FOR DRUG TESTING**

**[PLEASE READ CAREFULLY]**

I, \_\_\_\_\_ [Applicant Name], do hereby agree to submit to testing to be conducted by ProHealth Occupational Health for the detection of drugs. I give my permission for test results to be provided to B&M Auto Sales and Parts, Inc.

I understand that positive test results, the refusal to be tested, or any attempt to affect the test results or test sample will result in the withdrawal of my application for employment, withdrawal of any conditional employment offer I may have received from B&M Auto Sales and Parts, Inc. or the termination of my employment, depending on when the results are received.

Signature of Applicant: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Witnessed By: \_\_\_\_\_

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

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