

# **B&M**

## **AUTO SALES AND 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: \_\_\_\_\_

B&M Auto Sales & Parts Inc. provides equal employment and advancement opportunity for all qualified individuals without discrimination because of race, color, sex, religion, age, national origin, physical or mental disability or veteran status.

**AN EQUAL OPPORTUNITY EMPLOYER**

We will give this application every consideration, however, in accepting it B&M Auto Sales & Parts Inc makes no guarantee of employment to the applicant.

## BASIC INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Social Security # \_\_\_\_\_

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? \_\_\_\_\_

Do you have a right to legally work in the U.S.? \_\_\_\_\_

If driving is part of the job applied for, do you have a current driver's license? \_\_\_\_\_

Are you willing to work overtime? \_\_\_\_\_

## EDUCATION

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

## COMPUTER SKILLS

Typing \_\_\_\_\_ wpm    Data Entry (alpha) \_\_\_\_\_    Data entry (numeric) \_\_\_\_\_

List computer programs used and number of years experience with each:

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

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

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

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

Describe previous 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	Address	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 \_\_\_\_\_

## INTERESTS

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.

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

Name of Employer	Telephone
Address	Employed (MO/YEAR) From                      To
Supervisor's Name	May we contact? <b>YES      NO</b>
Responsibilities	Salary Start                      Finish
	Reason for leaving
Name of Employer	Telephone
Address	Employed (MO/YEAR) From                      To
Supervisor's Name	May we contact? <b>YES      NO</b>
Responsibilities	Salary Start                      Finish
	Reason for leaving
Name of Employer	Telephone
Address	Employed (MO/YEAR) From                      To
Supervisor's Name	May we contact? <b>YES      NO</b>
Responsibilities	Salary Start                      Finish
	Reason for leaving
Name of Employer	Telephone
Address	Employed (MO/YEAR) From                      To
Supervisor's Name	May we contact? <b>YES      NO</b>
Responsibilities	Salary Start                      Finish
	Reason for leaving

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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