

Employment Application

Standard Parts Corporation

Position Applying For:

Please email saved application to: HumanResources@SPC-NAPA.com

EMPLOYEE INFORMATION

Name
Last First Middle

Telephone: Email:

Alternate telephone:

Address:
Street City State Zipcode

Are you able to perform the essential functions of the position with or without accommodations?

yes no

If necessary for the job are you older than 21?

yes no

I am legally eligible for employment in the U.S.

yes no

I am seeking a permanent position:

yes no

I will be able to report to work days after being notified I am hired.

If necessary for the job, I am able to:

Provide a valid Washington State Driver's License? yes no

If so, fill out the following: Issuing state:

Type:

Work the following shifts:

Sat Sun Mon Tue Wed Thu Fri

Within the last 10 years if you have been arrested with charges still pending or convicted, or released from prison, explain below.

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to the this job are listed here, in the summary following this section or on an extra sheet of paper, if necessary. No more than 10 years history recommended.

Employer Name	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address: <input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Street</small>	<small>City</small>	<small>State Zip code</small>
Position, title/duties, skills:	Pay: <input type="text"/>	Per: <input type="text"/>
<input type="text"/>		
Supervisor: <input type="text"/>	Telephone: <input type="text"/>	

Reason for leaving:

Employer Name		Start Date	End Date
<input type="text"/>		<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Street	City	State Zip code
Position, title/duties, skills:	Pay: <input type="text"/>		Per: <input type="text"/>
<input type="text"/>			

Supervisor: Telephone:

Reason for leaving:

Employer Name		Start Date	End Date
<input type="text"/>		<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Street	City	State Zip code
Position, title/duties, skills:	Pay: <input type="text"/>		Per: <input type="text"/>
<input type="text"/>			

Supervisor: Telephone:

Reason for leaving:

Employer Name		Start Date	End Date
<input type="text"/>		<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Street	City	State Zip code
Position, title/duties, skills:	Pay: <input type="text"/>		Per: <input type="text"/>
<input type="text"/>			

Supervisor: Telephone:

Reason for leaving:

Summarize other employment related to this job:

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EDUCATION

	Institution Name	Years Completed	Field of Study	Graduate or degree
High School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
College/University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business/Technical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MILITARY

Are you a veteran? yes no

Duty/Specialized Training:

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SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

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Types of computers, software, and other equipment you are qualified to operate or repair:

--

Professional licenses, certifications or registrations:

--

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

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Typing Speed: words per minute

REFERENCES

List two personal references who are not relatives or former supervisors.

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name Address Telephone

Occupation:

Years known:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name Address Telephone

Occupation:

Years known:

EMERGENCY CONTACT

In case of accident or illness, please contact:

Name: Phone:

Address: Relationship:

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or drug test, or to sign a conflict of interest agreement and abide by its terms. I understand agree to the information shown above.

Typing your name in the box below constitutes a signature of this form.

Date

Signature of Applicant

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment:

Developed at employer request by the Alaska Department of Labor & Workforce Development, Employment Security Division