



# Employment Application

**OUR MISSION**  
*The mission of Inside Auto Parts is to work diligently to establish and build relationships between customers, vendors and employees by creating, implementing and managing structured and supervised employment opportunities designed to allow individuals an opportunity to learn and apply new knowledge, skills and abilities relevant to their career interests.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. : \_\_\_\_\_  
 Social Security No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Home Address (Street) : \_\_\_\_\_ (City) : \_\_\_\_\_ (State): \_\_\_\_\_  
 Home Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Name of Parent, Guardian or Spouse : \_\_\_\_\_  
 Citizenship Status: [ ] United States Citizen [ ] Permanent Resident [ ] Student Visa  
 What type of position are you interested in? (You may list more than one type.) \_\_\_\_\_  
 \_\_\_\_\_  
 Are you seeking full-time or part-time employment or either? [ ] Full-time [ ] Part-time [ ] Either  
 Are there any hours you are unavailable to work? [ ] Yes [ ] No If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

## EDUCATION

Have you completed high school? [ ] Yes [ ] No  
 If you did not complete high school, do you have a high school equivalency diploma? [ ] Yes [ ] No  
 Circle the number of years of post high school education: None 1 2 3 4 5 6 7  
 Are you currently attending school? [ ] Yes [ ] No  
 If no, please explain: \_\_\_\_\_  
 What type of school do you attend? [ ] High School [ ] College/University [ ] Trade School [ ] Other  
 School Name: \_\_\_\_\_ School Telephone Number: (\_\_\_\_\_) \_\_\_\_\_  
 School Address: \_\_\_\_\_  
 Major Study Area: \_\_\_\_\_ Minor Study Area : \_\_\_\_\_  
 What are your career goals? \_\_\_\_\_  
 \_\_\_\_\_

What type of work schedule would you be interested in (check as many as you like)?  
 [ ] Fixed schedule [ ] Variable schedule based on part-time hours [ ] Mixed fixed and variable schedule  
 Have you ever been convicted\* for any violation(s) of law, including moving traffic violations? [ ] Yes [ ] No  
 If Yes, please explain: Description of Offense (s) : \_\_\_\_\_  
 Number of offenses : \_\_\_\_\_ Date(s) of charge(s) \_\_\_\_\_

\*Convictions include Virginia juvenile adjudications for Capital Murder, First and Second Degree Murder, Lynching or Aggravated Malicious Wounding if you were age fourteen (14) to eighteen (18) when charged.

**WORK EXPERIENCE**

Starting with the most recent, describe ALL paid, military and voluntary experience. Please indicate if any were paid internships or non-paid internships and/or temporary assignments if applicable.

Job Title: \_\_\_\_\_ Supervisor/Mentor: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address : \_\_\_\_\_

Please describe your duties: \_\_\_\_\_

Date Started: \_\_\_\_\_ (mo/yr) Date Ended: \_\_\_\_\_ (mo/yr) Number of Hours worked per week : \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor/Mentor: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address : \_\_\_\_\_

Please describe your duties: \_\_\_\_\_

Date Started: \_\_\_\_\_ (mo/yr) Date Ended: \_\_\_\_\_ (mo/yr) Number of Hours worked per week : \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Please list any additional work experience:

Employer	From/To	Job Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby authorize investigation of all statements contained herein and the references and employers listed in this application and give them my permission to give you any and all information concerning my previous employment as well as any other information they deem necessary, personal or otherwise and release the company giving the information as well as Inside Auto Parts from any damage that may result from the use of the information provided.

I also understand that the completion of this application does not equal an offer of employment or contract for employment.

Date \_\_\_\_\_ Applicant's Signature : \_\_\_\_\_

I hereby certify that all entries on each page of this application and all attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment. I understand that all information on this application is subject to verification and I consent to criminal history background checks, former employment checks, and educational checks with educational institutions regarding this application.

Date \_\_\_\_\_ Applicant's Signature : \_\_\_\_\_

*Nondiscrimination Clause*

*Inside Auto Parts does not discriminate on any basis including but not limited to age, class, sex, race, religion, national origin, ancestry, creed or physical, mental, emotional or learning disability. No person will be denied admission to any program, be denied participation in any activities, be denied the benefits of or be discriminated against in any function, curricular, program or activity because of the person's age, class, sex, race, religion, national origin, ancestry, creed, or physical, mental, emotional or learning disability.*