



# Application for Employment

The Parts House is an EEO/AAP employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability nor on the basis of any other protected status in accordance with the requirements of applicable, local, state and federal laws.

TPH Location: \_\_\_\_\_ Store # \_\_\_\_\_

Today's Date: \_\_\_\_\_

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

Present Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home Phone (include Area Code): \_\_\_\_\_

Permanent Street Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Do you have the legal right to work in the United States? Yes  No

**RACE/ETHNICITY:** In accordance with the Equal Employment Opportunity Commission federal regulations, the EEOC prefers the self-identification process for applicants and employees in regards to listing race and ethnicity. Nothing disclosed will affect your opportunity for employment. If you become a TPH employee, these results will only be used for the annual, federal, employer-required, EEO-1 report which anonymously classifies race/ethnicity of all employees. Completing the following race/ethnicity question is voluntary;

(Voluntary) Please mark your race/ethnicity:  American Indian/Alaska Native

Black/African American  Asian  White/Caucasian  Hispanic/Latino

**CRIMINAL HISTORY/BACKGROUND:**

\*1. Have you ever plead guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred or do you have any criminal charges pending? Yes  No  If Yes, please give dates and details of each below; \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(continue on back of application if you need more writing space)

\*2. Have you ever been a defendant in a civil suit on an intentional tort (assault, battery,

false imprisonment, invasion of privacy, intentional infliction of emotional distress, intentional wrongful death)? Yes  No  If Yes, please give dates and details of each below;

---

---

---

(continue on back of application if you need more writing space)

\*NOTE: Answering "Yes" to any of the above questions does not constitute an automatic bar to employment.

**EMPLOYMENT DESIRED**

Position applying for:

Salary Desired:

Job Duties Desired:

Are you currently employed?  Yes No

If currently employed, may we contact you current employer? Yes  No

Prior Employer:

Contact:

Have you ever applied with or worked for any Parts House store? Yes  No

Where? When? Reason for leaving?

Who referred you to The Parts House?

Walk-in Ad Website Friend Employee Relative

**EDUCATION, TRAINING & EXPERIENCE**

SCHOOL NAME & ADDRESS DEGREE/DIPLOMA	# OF YEARS
High School	
College	
University	
Other Training	
Vocational/Business School	

**SERVICE RECORD**

<b>BRANCH/SERVICE</b>	<b>RANK &amp; ACTIVE or DISCHARGE DATE</b>

**REFERENCES**

Below, Please give the names of (2) **PROFESSIONAL** references of persons you are not related to, and (2) **PERSONAL** references.

<b>NAME/TITLE</b>	<b>ADDRESS &amp; PHONE NUMBER</b>	<b>BUSINESS</b>	<b>YEARS KNOWN</b>	<b>Professional Or Personal</b>
1				Professional
2				Professional
3				Personal
4				Personal

**GENERAL**

<b>Subjects of Study or Research Work</b>
<b>Special Training</b>
<b>Special Skills</b>
<b>Language Fluency</b>

**DRIVING and SALES POSITIONS**

**(Only applicants considering sales or driving related positions)**

1. Do you have a current, valid Florida Driver's License?
2. List Driver's License Classification(s)
3. Have you been involved in any motor vehicle accidents while driving during the past three years?
4. Do you currently have any restrictions on your driver's license?
5. Have you ever been convicted of any moving violations during the past five years?
6. Please list the other states you have held a driver's license.
7. If you answered "Yes" to questions 3, 4 or 5, please explain in detail below (continue on reverse if you need more writing space).

**EMPLOYMENT HISTORY**

**PLEASE LIST YOUR LAST THREE EMPLOYERS, BEGINNING WITH THE MOST RECENT.**

**NAME OF CURRENT OR FORMER EMPLOYER:**  
FROM \_\_\_\_\_ TO: \_\_\_\_\_

**ADDRESS:**

**TELEPHONE:**

**POSITION TITLE:**

**STARTING SALARY:**  
\$ \_\_\_\_\_ per

**FINAL SALARY:**  
\$ \_\_\_\_\_ per

**MAY WE CONTACT?**  
YES  NO

**SUPERVISOR:**

**TITLE:**

**TELEPHONE: ( )**

**JOB DESCRIPTION:**

**REASON FOR LEAVING:**

**NAME OF FORMER EMPLOYER:**  
FROM \_\_\_\_\_ TO: \_\_\_\_\_

**ADDRESS:**

**TELEPHONE:**

**POSITION TITLE:**

**STARTING SALARY:**  
\$ \_\_\_\_\_ per

**FINAL SALARY:**  
\$ \_\_\_\_\_ per

**MAY WE CONTACT?**  
YES  NO

**SUPERVISOR:**

**TITLE:**

**TELEPHONE: ( )**

**JOB DESCRIPTION:**

**REASON FOR LEAVING:**

**NAME OF FORMER EMPLOYER:**  
FROM \_\_\_\_\_ TO: \_\_\_\_\_

**ADDRESS:**

**TELEPHONE:**

**POSITION TITLE:**

**STARTING SALARY:**  
\$ \_\_\_\_\_ per

**FINAL SALARY:**  
\$ \_\_\_\_\_ per

**MAY WE CONTACT?**  
YES  NO

**SUPERVISOR:**

**TITLE:**

**TELEPHONE: ( )**

**JOB DESCRIPTION:**

**REASON FOR LEAVING:**

---

---

**APPLICANT AUTHORIZATION**

---

PLEASE READ, INITIAL & SIGN AND DATE BELOW.

---

\_\_\_\_\_ 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 any omission or misstatement of material fact on this application or 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 nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and The Parts House. In addition, I understand 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 representations contrary to the foregoing are binding on The Parts House, unless made in writing and signed by me and the company's designated representative.

---

\_\_\_\_\_ I hereby certify that I have been made aware of the job duties, expectations and job responsibilities of the position for which I am applying. I hereby certify that I do not have any physical limitations that would prevent me for performing the job duties, expectations and job responsibilities of the position for which I am applying and certify that I can successfully perform said duties described herein.

---

**Printed Name of Applicant:**

---

**Signature of Applicant:**

---

**Date submitting application:**

---