

St. Croix Auto Parts, Inc.
2253 127th St.
New Richmond, WI 54017

Employment Application

Applying for: (Circle one or more)
1) Dismantler 2) Yard
3) Truck Driver 4) Warehouse

A pre-employment drug and alcohol test will be required for dismantler, driver, yard worker, and warehouse positions. Applicants who test positive for drugs or alcohol will not be hired. Employees in these positions are also enrolled in an ongoing random drug and alcohol testing program.

Follow instructions: Filling out an application does not guarantee that you will receive an interview. Applications must be complete. If you leave any blanks in your application it may be discarded. A resume may be attached to the application but may not substitute for an application. You must fill out an application even if you provide a resume. Fill out the application completely even if the information is also provided on your resume.

First Name: _____ Today's Date: _____
Last Name: _____ Middle Initial: _____
Address: _____ City: _____ State: ____ Zip Code: _____
Phone #: _____ 2nd phone number: _____
Do you have a valid driver's license? Yes / No Are you at least 18 years old? Yes / No When could you start if we hired you?: _____

Do you have actual experience in any of the following?: (add any details in the space provided)

Yes / No Auto mechanical repair service: Name of shop(s): _____
Yes / No Auto body or collision repair service: Name of shop: _____
Yes / No Is your experience only from working on your own cars or the cars of family and friends?
Yes / No All weather work outside: _____
Yes / No Warehouse order picking, packing, and stocking: _____
Yes / No Delivery driving: _____
Yes / No Tow truck or roll-back driving and operation: _____
Yes / No Have you ever worked in the auto recycling / salvage industry: _____
Yes / No Have you ever applied here before? If yes, when: _____
Yes / No Were you ever employed here before? If yes, when: _____
Yes / No Do you have your own tools: _____
Yes / No Do you have your own Air impact? Dismantlers MUST have an air impact on day one.

Education and Training:

High School: _____ Graduated Yes / No
College or trade school: _____ Graduated Yes / No
Military Service: _____
Other training: _____

Please list some references: By listing references here you grant permission to us to contact them.

Name: _____ Phone #: _____
Relationship to you: (boss, co-worker, teacher, etc.) _____
Occupation: _____ Years this person has known you: _____
.....

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Relationship to you: (boss, co-worker, teacher, etc.) _____
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.....

What starting hourly (or equivalent) pay rate are you seeking: _____
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Attendance and tardiness:

How many different jobs have you had in the last 5 years?: _____
How often have you been late for a job in the last 2 years?: _____
How many days have you been absent from a job in the last 2 years not including paid time off and holidays? _____
How would you describe your attendance and tardiness history?:
____ Outstanding – Never late or absent at all for many years
____ Excellent – Late or absent less than 3 times per year
____ Good – Late less than 6 times per year and absent less than 3 times per year
____ Average – Late less than 8 times per year and absent less than 4 times per year
____ Less than average. Reason: _____

We require a record of your last five years of employment. Please fill in each section below for all jobs you have had in the last 5 years. There are 4 sections. If you have had more than 4 jobs in the last 5 years, please make additional copies of these pages. If there are any gaps where you were unemployed for an extended period please explain. If you were a student please indicate that.

Experience: Current or most recent job fill out completely

Name of employer: _____ Type of Business: _____
Address: _____ Phone #: _____
City: _____ State: _____ Zip: _____
Your Job title when you worked here: _____ Full Time or Part Time: _____
May we contact this employer?: _____ Name & title of supervisor: _____
Dates of employment at this job: From (month/year) _____ to (month/year) _____
Starting Pay Rate: _____ Final Pay Rate: _____ Number of hours worked per week: _____
Description of duties: _____
.....

Exact reason for leaving: _____

Experience: Next most recent job fill out completely

Name of employer: _____ Type of Business: _____
Address: _____ Phone #: _____
City: _____ State: _____ Zip: _____
Your Job title when you worked here: _____ Full Time or Part Time: _____
May we contact this employer?: _____ Name & title of supervisor: _____
Dates of employment at this job: From (month/year) _____ to (month/year) _____
Starting Pay Rate: _____ Final Pay Rate: _____ Number of hours worked per week: _____
Description of duties: _____

Exact reason for leaving: _____

+++++
Experience: Next most recent job fill out completely

Name of employer: _____ Type of Business: _____
Address: _____ Phone #: _____
City: _____ State: _____ Zip: _____
Your Job title when you worked here: _____ Full Time or Part Time: _____
May we contact this employer?: _____ Name & title of supervisor: _____
Dates of employment at this job: From (month/year) _____ to (month/year) _____
Starting Pay Rate: _____ Final Pay Rate: _____ Number of hours worked per week: _____
Description of duties: _____

Exact reason for leaving: _____

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Experience: Next most recent job fill out completely

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Starting Pay Rate: _____ Final Pay Rate: _____ Number of hours worked per week: _____
Description of duties: _____

Exact reason for leaving: _____

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How did you hear of this job opening?: _____
Additional questions:

Yes / No Have you ever worked on an incentive pay system before? (flat rate, piece rate, commission)
Yes / No Have you ever evacuated refrigerant from an A/C system? Are you certified? Yes / No
Yes / No Have you ever removed an air bag? _____
Yes / No Are you experienced operating a forklift? If yes, are you certified? Yes / No
Yes / No Do you have experience with UPS or FedEx shipping software? _____
Yes / No Have you ever removed a motor from a vehicle? A Transmission? Yes / No

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Have you ever pled guilty or "no contest" to, or been convicted of, a misdemeanor or felony? Yes / No
If yes, please give the dates and details: _____

Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes / No If yes, please give the dates and details: _____

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Do you have adequate transportation to and from work? Yes / No

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Please read carefully before signing: If you have any questions regarding the following statements, please ask for assistance.

I certify that, to the best of my knowledge and belief, the answers given by me to the preceding questions and statements made by me in this application are correct and complete. I understand that any false information contained in this application may result in my discharge.

I authorize you to communicate with all of my former employers, school officials, and persons named as references. I hereby release all employers, school officials, and individuals from any liability for any damage whatsoever resulting from giving such information.

I understand that as this organization deems necessary, I may be required to work overtime hours outside a normally defined work day or work week. If employed, I understand and agree that such employment may be terminated at any time and without any liability to me for any continuation of salary, wages, or employment related benefits. I understand that this application is for an employment-at-will position and that either party may terminate the employment at any time without notice. There is no contract for employment.

Signature: _____ Date: _____

The dismantler, yard, warehouse, and driver positions are physically strenuous jobs. They require regular heavy lifting. There will be lots of bending, pushing, pulling, prying, and carrying. These physical activities will go on day after day. Are you able to perform the essential functions of the job you are applying for? Yes / No
If no, what accommodations would assist you? _____

Signature: _____ Date: _____

Did you complete this application yourself? Yes / No. If not, who helped you? _____

Ability to follow instructions: Did you fill out the application completely?