

1055 DETROIT AVE.
 CONCORD, CA 94518
 PH: 925-827-4334
 FAX: 925-798-0784



Employment Application

An Equal Opportunity Employer

Please Print

First Name:		Last Name:	
Date:	Cell: ()	Home: ()	
Address:		City, State, Zip:	

Employment Desired (check all that apply)

Position applying for: Delivery Driver Warehouse Dispatch Salesperson Other _____

Position Applying for: Temporary Part-time Full-time

Desired Salary? _____ (an hour)

What day and hours are you available for work? Please note both hours available and hours unavailable to work in the table below. Scheduled hours are typically between 7:30 AM and 8:15 PM, depending on position/store.

Availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Available							
Not Available							
Anytime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Information

Have you ever applied to or worked for Monument Car Parts before? Yes No

If yes, when? _____ to _____ What location? _____ Supervisor name? _____

Do you have any friends or relatives working for Monument Car Parts? Yes No

If yes, state name(s) and relationship:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Why are you applying for work at Monument Car Parts?

Besides English language, do you speak any other languages? Yes No

If yes, which? _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?

Yes No

1055 DETROIT AVE.
 CONCORD, CA 94518
 PH: 925-827-4334
 FAX: 925-798-0784



Employment Application

Employees are required to lift up to 30 pounds frequently and 50 pounds occasionally. If driving a company vehicle you must drive according to the law and DMV handbook. Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No
 If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No
 If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.)

Driver/Warehouse/Dispatch Position

Do you have at least 3 years driving experience? Yes No
 Do you have a valid California drivers license with 2 years clean driving record? Yes No
 Can you drive? an Automatic transmission a Manual transmission Both

Education, Training and Experience

High School Name:	Number of years completed	
Address:	Did you graduate?	
City, State, Zip:	Degree or Diploma	
Trade School Name:	Number of years completed	
Address:	Did you graduate?	
City, State, Zip:	Degree or Diploma	
College Name:	Number of years completed	
Address:	Did you graduate?	
City, State, Zip:	Degree or Diploma	
Certification Program:	Number of years completed	
Certification or Type:		
Address:	Did you graduate?	
City, State, Zip:	Degree or Diploma	

Employment Application

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer:	Telephone number:
Address:	Supervisor name:
City, State, Zip:	May we contact them for reference?
Job title:	Dates of employment: _____ to _____
Hourly rate of pay: Starting _____ Ending _____	Awards:
Responsibilities/Duties:	
Reason for leaving:	

Name of Employer:	Telephone number:
Address:	Supervisor name:
City, State, Zip:	May we contact them for reference?
Job title:	Dates of employment: _____ to _____
Hourly rate of pay: Starting _____ Ending _____	Awards:
Responsibilities/Duties:	
Reason for leaving:	

Name of Employer:	Telephone number:
Address:	Supervisor name:
City, State, Zip:	May we contact them for reference?
Job title:	Dates of employment: _____ to _____
Hourly rate of pay: Starting _____ Ending _____	Awards:
Responsibilities/Duties:	
Reason for leaving:	

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name:	Telephone number:
Address:	Occupation:
City, State, Zip:	No. of years acquainted:

Name:	Telephone number:
Address:	Occupation:
City, State, Zip:	No. of years acquainted:

Name:	Telephone number:
Address:	Occupation:
City, State, Zip:	No. of years acquainted:

1055 DETROIT AVE.
CONCORD, CA 94518
PH: 925-827-4334
FAX: 925-798-0784



Employment Application

Please Read Carefully, Initial Each Paragraph and Sign 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 that any omission or misstatement of material fact on this application or on 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 hereby authorize Monument Car Parts, to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ 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 Company. In addition, I understand and agree 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 Company unless made in writing and signed by me and the Company's designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company. I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above

Date

Applicant's Signature