

Discount Tire / America's Tire

Part Time Office Employment Application

The Reinalt-Thomas Corporation d/b/a Discount Tire / America's Tire (The "Company")

Personal Data

Date: _____

Name: _____

Home Phone Number: _____ Alternate Phone Number: _____

Email: _____

Mailing Address: _____
(street address)

_____ (city) _____ (state) _____ (zipcode)

Position Applying For:

Salary Desired: _____

Date Available: _____

Please list the times you are available to work below.

	M	T	W	TH	F
Begin Time:					
End Time:					

Background Information

Do you have the legal right to work in the United States? Yes No
(Ability to legally work in the United States will be verified upon hire or rehire.)

Are you at least 16 years of age? Yes No Are you at least 18 years of age? Yes No

If less than 18 years of age, do you have a work permit (if required by your state)? Yes No N/A

Have you ever worked for Discount Tire / America's Tire before? Yes No If yes, what position and location? _____

Have you ever applied at Discount Tire / America's Tire before? Yes No If yes, what position and location? _____

Have you ever been discharged or asked to resign from any employment? Yes No If yes, please explain: _____

If the position you are applying for will require you to drive for the Company, do you have a valid driver's license? Yes No Do you have valid auto insurance? Yes No

Are you willing to relocate? Yes No Comments: _____

Do you have any friends or relatives who have worked or are working at Discount Tire / America's Tire? Yes No

If yes, list name(s): _____

If your work or school records are listed under other names, please specify: _____

Please follow applicable state regulations when answering the following question. A conviction will not necessarily result in the denial of employment. SEATTLE (WA), AUSTIN (TX), PORTLAND (OR), ILLINOIS, OREGON AND MINNESOTA EMPLOYMENT ONLY - Under Seattle (WA), Austin (TX), Portland (OR), Illinois, Oregon and Minnesota laws, an employer may not inquire into or consider or require disclosure of the criminal record or criminal history of an applicant for employment until the applicant has been selected for an interview or, if there is no interview, before a conditional offer of employment is made to the applicant. Applicants in Illinois are not required to disclose their sealed or expunged records, including expunged juvenile criminal records. THE FOLLOWING QUESTION IS NOT FOR SEATTLE (WA), AUSTIN (TX), PORTLAND (OR), ILLINOIS, OREGON AND MINNESOTA APPLICANTS AND SEATTLE (WA), AUSTIN (TX), PORTLAND (OR), ILLINOIS, OREGON AND MINNESOTA APPLICANTS SHOULD NOT RESPOND TO THE FOLLOWING QUESTION.

Have you ever been convicted of a felony crime that has not been expunged by a court? Yes No

If yes, please explain: _____

Essential Job Functions

Based on the job description for the position you are applying for:

a) Are you able to perform the essential job functions? Yes No

b) Would you need any accommodations to perform the essential job functions (such as special equipment or changes in facilities or job procedures)? Yes No

If yes, please briefly describe how you would perform the essential job functions and with what type of accommodation(s): _____

How Were You Referred to Us ?

Walk-in Applicant Internet Job Posting (Website Name) _____

Tires.com Website Employment Agency (Company Name) _____

College/University Employee Referral (Employee Name) _____

Newspaper Ad Other (Please specify) _____

Attendance and Punctuality

Consistent attendance and punctuality are essential requirements of every job with Discount Tire / America's Tire.

Is there anything that would interfere with your regular attendance and punctuality if you were offered a job with this Company? Yes No

If yes, please explain: _____

Education

Did you graduate from high school? Yes No G.E.D. What is the highest elementary, high school or college grade you have completed? _____

	School Name	Location (city and state)	Major course or subject	Graduated	Degree
Junior College:				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trade School:				Yes <input type="checkbox"/> No <input type="checkbox"/>	
University:				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other:				Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please list any job-related skills, equipment experience or qualifications acquired from employment or other experiences to be considered in evaluating your qualifications.

Employment History

Please list your employment history for the past seven years using additional paper if necessary. Begin by listing your most recent position. Additionally, explain any periods of unemployment longer than one month. Please complete the entire employment history section even if attaching a resume.

1

Name of Present or Last Employer: _____ Type of Business: _____ Supervisor's Name and Title: _____

Street Address, City, State and Zip Code: _____ Supervisor's Phone Number: _____

Job Title: _____ Start Salary: _____ Final Salary: _____ Start Date: _____ Final Date: _____

Job Description and Responsibilities: See attached resume _____

Explain reasons/circumstances for changing or wanting to change jobs.

May we contact this employer? Yes No If "no" may we contact them upon your acceptance of our employment offer? Yes No

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Name of Employer: _____ Type of Business: _____ Supervisor's Name and Title: _____

Street Address, City, State and Zip Code: _____ Supervisor's Phone Number: _____

Job Title: _____ Start Salary: _____ Final Salary: _____ Start Date: _____ Final Date: _____

Job Description and Responsibilities: See attached resume _____

Explain reasons/circumstances for changing jobs.

May we contact this employer? Yes No If "no" may we contact them upon your acceptance of our employment offer? Yes No

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Name of Employer: _____ Type of Business: _____ Supervisor's Name and Title: _____

Street Address, City, State and Zip Code: _____ Supervisor's Phone Number: _____

Job Title: _____ Start Salary: _____ Final Salary: _____ Start Date: _____ Final Date: _____

Job Description and Responsibilities: See attached resume _____

Explain reasons/circumstances for changing jobs.

May we contact this employer? Yes No If "no" may we contact them upon your acceptance of our employment offer? Yes No

Explanation of unemployment longer than one month in your employment history:

Employment History, continued

Additional Employers:

Name and Phone Number	Start Date	Final Date	Job Title and Salary	Reason for Leaving

Additional Work Experience

Please list the numbers of years experience for each.

___ Administrative Assistant	___ General Office	___ Ordering/Inventory/Purchasing
___ Accounting	___ Human Resources	___ Information Technology
___ Accounts Payable	___ Mailroom/Distribution	___ Telephone Communication
___ Accounts Receivable	___ Payroll	___ Customer Service
___ Data Entry	___ Receptionist	___ Organizational Management
___ Employee Benefits	___ Supervisor	___ Time Management

Computer Experience

Please list relevant programming skills, technical support, user support, etc., indicate level of proficiency and years experience for each.

Program Name	Beginner	Intermediate	Advanced	Years Experience
Lotus Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AS/400	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

List Other Languages, Programs, Databases, Software, Hardware:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

References

Please list three persons best qualified to comment on your related experience and/or education. Please do not include relatives.

	Name	Title/Relationship	Mailing Address or Email Address	Daytime Telephone	Years known
1.					
2.					
3.					

Employment Goals

Please answer the following questions.

What would be the advantage to the Company in hiring you?

What talents and skills do you possess that you would like to see utilized?

What are your long range career goals and objectives? 5 years? 10 years?

How would you describe your ideal company to work for?

Additional comments:

Printed Name

Date

By signing this application for employment, I certify that I have read and understand all parts of it and certify that I have truthfully and completely answered all questions. I understand that falsification or omission of material information given herein or in any other employment-related form or context is grounds for immediate termination, regardless of when such falsification may be discovered. I understand that nothing in this application is intended to imply or create an employment contract. I authorize Discount Tire / America's Tire and its representatives to investigate my education, employment, experience, felony conviction records and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. Further, I understand that employment will be contingent upon successfully passing a pre-employment drug-screening test. I understand and agree that if I am offered employment by Discount Tire / America's Tire it will be on an at-will basis. This means either Discount Tire / America's Tire or I may terminate the employment relationship at any time for any reason, with or without cause. This policy of at-will employment may be revised, deleted or superseded only by a written employment agreement signed by the employee in question, the CEO, CAO and the COO that expressly revises, modifies, deletes or supersedes the policy of at-will employment. If accepting employment with Discount Tire / America's Tire, I agree to comply with all company policies, procedures and practices which Discount Tire / America's Tire may revise, modify in whole or in part at any time and with all laws, rules and regulations during my employment with Discount Tire / America's Tire.

Signature

Date

Discount Tire / America's Tire is an equal opportunity employer. All applicants for employment will be considered without regard to race, color, sex, national origin, ancestry, age (over 40), religion, Veteran status, physical or mental disability, as well as any other category protected by federal, state or local laws. This application will remain active for at least 30 days. After that time, application must be renewed by the applicant if he/she wishes to be reconsidered for employment.

****Please Note: If you are filling this out on a Apple Computer please print to PDF and then submit.***