



# Application for Employment

*Mission Statement*

To consistently provide solutions for our customers through exceptional, personalized experiences with outstanding levels of employee engagement and commitment.

**APPLICATION FOR EMPLOYMENT - MUST BE COMPLETED IN FULL**

It is the policy of *Sterling Autobody Centers* to employ the best qualified individuals available for all jobs without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity/gender expression, disability, and citizenship, status as a veteran with a disability or veteran of the Vietnam Era.

<b>P E R S O N A L</b>	Last Name _____ First _____ Middle _____			Date _____
	Street Address _____			Home Telephone: _____
	City, State, Zip _____			Business Telephone: _____
	Have you ever <u>WORKED</u> for Sterling before? Yes _____ No _____			If, yes: Month, Year and Location: _____
	Position Desired _____			Pay Expected: _____
	Are you available for full-time work? Yes ___ or No ___ If not, what hours can you work? _____			Will you work overtime if asked? Yes or No
	Are you legally eligible for employment in the United States? Yes ___ No ___			When will you be available to begin work? _____
	Have you ever been convicted, plead guilty, plead nolo contendere or a similar plea to a criminal offense, either felony or misdemeanor that has not been annulled, expunged, vacated, diverted, discharged, erased and/or sealed by a court? Yes _____ No _____ If yes, explain: _____			
	<b>Please explain your answer of "yes"</b> so that individual circumstances can be considered. You are not obligated to disclose sealed or expunged records of convictions. The offense will be considered as it relates to the job in question. Please be aware that as part of the hiring process, Sterling Autobody may seek additional information relating to any criminal conviction history listed herein. (Conviction will not necessarily disqualify the applicant from employment.)			
	Other special training or skills (languages, machine, operation, etc.) _____			
What certifications do you hold? _____				
How did you hear about Sterling Autobody Centers? Referred by Sterling employee? Yes ___ No ___ If yes, employee name _____ Newspaper _____ Internet Web site _____ Other _____				

<b>E D U C A T I O N</b>	<b>School</b>	<b>Name and Location of School</b>	<b>Course of Study</b>	<b># Years Completed</b>	<b>Did you Graduate?</b>	<b>Degree or Diploma</b>
	High School				Yes / No	
	Business/ Trade/ Technical				Yes / No	
	College				Yes / No	
	Graduate				Yes / No	

	<b>EMPLOYMENT HISTORY</b>	Please give accurate, complete, full-time and part-time employment record. <u>Start with your PRESENT or most recent employer</u>
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<b>1</b>	Company Name	Area + Telephone:
	Address	Employed (state month and year) From:                      To:
	Name of Supervisor	Weekly Pay Start/Last
	State job title and describe your work	Reason for Leaving

<b>2</b>	Company Name	Area + Telephone:
	Address	Employed (state month and year) From:                      To:
	Name of Supervisor	Weekly Pay Start/Last
	State job title and describe your work	Reason for Leaving

<b>3</b>	Company Name	Area + Telephone:
	Address	Employed (state month and year) From:                      To:
	Name of Supervisor	Weekly Pay Start/Last
	State job title and describe your work	Reason for Leaving

<b>4</b>	Company Name	Area + Telephone:
	Address	Employed (state month and year) From:                      To:
	Name of Supervisor	Weekly Pay Start/Last
	State job title and describe your work	Reason for Leaving

We may contact the employer listed above unless you indicated those you do not want us to contact	<b><i>DO NOT CONTACT</i></b>
	Employer's Name _____ Phone _____ Reason _____

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Release Authorization, Fair Credit Reporting Act Disclosure  
Regarding Procurement of A Consumer Report and/or An Investigative Consumer Report**

This is to notify you that Sterling Autobody Centers may procure a consumer report on you as part of the process of considering your application. The consumer report is based on public information relating to you. In the event that information from the consumer report is utilized, in whole or in part, in making an adverse decision, Sterling Autobody Centers will provide you with a copy of the consumer report and a description in writing of your rights under the Fair Credit Reporting Act before making the adverse decision. Upon written request to Human Resources at Sterling Autobody Centers, Inc., 9 Tech Circle, Natick, MA 01760 and within 5 business days of such request, you will be informed as to whether such a report was requested, if so the name and address of the reporting agency to whom the request was made. You may then request and promptly receive from all such consumer reporting agencies copies of any investigative consumer report procured by Sterling Autobody Centers or one of its subsidiaries or affiliates as well as a written summary of your rights under the Fair Credit Reporting Act or applicable state statute. Your signature below authorizes Sterling Autobody Centers or one of its subsidiaries or affiliates to obtain a consumer report, including an investigative consumer report, and acknowledges receipt of a copy of this stated notice.

Please be advised that Sterling Autobody Centers may also obtain an investigative consumer report on you. An investigative consumer report may include information as to your character, general reputation, personal characteristics, mode of living, credit worthiness, credit standing, and/or credit capacity. As part of the background investigation and investigative consumer report, Sterling Autobody Centers may make inquires concerning your work history; work habits; work employers; motor vehicle operation history; court records, including criminal conviction records as permitted by law; personal financial status; credit history; and references obtained from professional and personal associates. This information may be obtained from personal interviews with your professional and personal acquaintances. The exact nature and scope of the report requested by Sterling Autobody Centers may include: Social Security Number Verification, County Criminal Records Search, Bankruptcy Search, Tax Lien Search and Insurance Background Search. This information may also be obtained by contacting your present and previous employers or references supplied by you. The Consumer Reporting Agency contracted to prepare the report is:

ChoicePoint, Inc.  
1000 Alderman Drive  
Alpharetta, Georgia 30005

Any offer of employment by Sterling Autobody Centers is contingent upon the outcome of this background investigation and this Disclosure and Authorization is not an offer for employment by Sterling Autobody Centers or a contract for employment. Except for California residents, this release and authorization shall remain valid and in effect for the duration of your employment with Sterling Autobody Centers. Sterling Autobody Centers reserves the right, where permitted by law, to run subsequent consumer reports and/or investigative consumer reports on an as-needed basis.

**California:** If you are a California resident or applying for employment at a location in the State of California, procurement of a consumer report as part of the employment application process with Sterling Autobody Centers may be covered under the California Investigative Consumer Reporting Agencies Act (the "CICRAA"). You have the right to request a copy of the report(s) from the Consumer Reporting Agency named above. You will receive a free copy of the consumer report(s) Sterling Autobody Centers obtains in connection with your application for employment.

*By signing below, I hereby authorize Sterling Autobody Centers and its affiliates to obtain a consumer report and/or an investigative report about me from ChoicePoint in order to process my application. In addition, I also authorize all entities having information about me, including present and former employers, criminal justice agencies, departments of motor vehicles, schools, and credit reporting agencies, to release such information to ChoicePoint and/or Sterling Autobody or its affiliates. I have read the above or have had the above read to me. I confirm that I am the person whose name appears on this application. I understand the above authorization and release and I am submitting this authorization and release voluntarily.*

\_\_\_\_\_ Print name (required) \_\_\_\_\_  
Signature

Last four digits of your Social Security number # \_\_\_\_\_