

Discount Tire Co./America's Tire Co.

Part Time Office Employment Application

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

Personal Data

Date _____

Name _____

Home Phone Number _____ Alternate Phone Number _____

Mailing Address _____
(street address)

(city)

(state)

(zip code)

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 Co./America's Tire Co. before? Yes [] No [] If yes, what position and location? _____

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

Have you ever been convicted of a felony crime? Yes [] No [] If yes, please explain: _____

(Please follow applicable state regulations when answering this question. A conviction will not necessarily result in the denial of employment.)

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 Co./America's Tire Co? Yes [] No [] If yes, list name(s): _____

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

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 Co./America's Tire Co.

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 [] No []	
Trade School:			Yes [] No []	
University:			Yes [] No []	
Other:			Yes [] No []	

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 []

2

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 []

3

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				
Microsoft Word				
Microsoft Excel				
Microsoft Access				
Microsoft PowerPoint				
PeopleSoft				
AS/400				
List Other Languages, Programs, Databases, Software, Hardware:				

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:

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 Co./America's Tire Co. 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 Co./America's Tire Co. it will be on an at-will basis. This means either Discount Tire Co./America's Tire Co. 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 Co./America's Tire Co., I agree to comply with all company policies, procedures and practices which Discount Tire Co./America's Tire Co. may revise, modify in whole or in part at any time and with all laws, rules and regulations during my employment with Discount Tire Co./America's Tire Co.

Signature _____ Date _____

Discount Tire Co./America's Tire Co. 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.