



## PRE-EMPLOYMENT APPLICATION

Our company is an equal opportunity employer and considers all applicants equally without regard to race, sex, age, color, religion, national origin, veteran status, or disability as provided in The Americans with Disability Act. This application will be given every consideration, but it's receipt does not imply the applicant will be employed. Each question must be answered completely and accurately before any action on it can be taken.

### PERSONAL INFORMATION

NAME	<u>Lopez</u>	<u>Michael</u>	<u>Andrew</u>	SOCIAL SECURITY NUMBER	<u>638628466</u>	CURRENT DRIVER'S LICENSE #	<u>38381361</u>	TYPE OF LICENSE		STATE	<u>TX</u>
	LAST	FIRST	MIDDLE								
PRESENT ADDRESS	<u>4525 Carroll Ln</u>			<u>Corpus Christi</u>	<u>TX</u>		<u>78415</u>				
	STREET			APT. NO.	CITY	STATE	ZIP CODE				
PERMANENT ADDRESS	<u>4525 Carroll Ln</u>			<u>Corpus Christi</u>	<u>TX</u>		<u>78415</u>				
	STREET			APT. NO.	CITY	STATE	ZIP CODE				
ARE YOU 18 YEARS OR OLDER?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		PHONE NO.	<u>361-658-1402</u>						
IN CASE OF EMERGENCY NOTIFY	<u>Jessica Gonzalez</u>	<u>4525 Carroll Ln</u>	<u>Corpus Christi</u>	<u>TX</u>	<u>78415</u>	<u>361-548-2417</u>					
	NAME	STREET	CITY	STATE	ZIP CODE	PHONE NO.					
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OF IMMIGRATION STATUS?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO									

### EMPLOYEMENT DESIRED

POSITION	FULL TIME <input checked="" type="checkbox"/> PART TIME <input type="checkbox"/> SUMMER OR TEMPORARY <input type="checkbox"/>	DATE YOU CAN START	SALARY DESIRED
		<u>2-2-24</u>	
ARE YOU EMPLOYED NOW?	<u>NO</u>	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER	
EVER APPLIED TO THIS COMPANY BEFORE?	<u>NO</u>	WHERE?	WHEN?
EVER WORKED FOR THIS COMPANY BEFORE?	<u>NO</u>	WHERE?	WHEN?
REASON FOR LEAVING			

NAME OF LAST SUPERVISOR AT THIS COMPANY?

WHO REFERRED YOU TO THIS COMPANY?

- ☐ EMPLOYMENT AGENCY ☐ NEWSPAPER ADVERTISEMENT ☐ OTHER ☐ STATE EMPLOYMENT OFFICE ☐ COLLEGE PLACEMENT SERVICE ☐ WALKED IN ☒ FRIEND

### EDUCATION

SCHOOL LEVEL	NAME & ADDRESS OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	AWARDS RECEIVED	SUBJECTS STUDIED
GRAMMER LEVEL					
HIGH SCHOOL	<u>W.B. Ray 1002 Texan Trail</u>	<u>4</u>	<u>yes</u>		
COLLEGE					
TRADE BUSINESS OR CORRESPONDENCE SCHOOL					

### GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK:	<u>basics</u>
IF YOU DID NOT GRADUATE HIGH SCHOOL OR COLLEGE EXPLAIN:	
SPECIAL SKILLS:	
CAN YOU TYPE: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO; IF YES W.P.M.	
DESCRIBE COMPUTER SKILLS & EXPERIENCE:	
ARE YOU WILL TO RELOCATE?	<u>NO</u>

**FORMER EMPLOYER (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST)**

NAME AND ADDRESS OF PRESENT OR LAST EMPLOYER Enrind Resources

STARTING DATE September 2022  
MONTH YEAR

LEAVING DATE November 2023  
MONTH YEAR

WEEKLY STARTING SALARY \$19.00 hourly

JOB TITLE LDAR Technician

NAME AND TITLE OF SUPERVISOR Joe Vasquez Sr.

DESCRIPTION OF WORK Check valves for leaks and repair REASON FOR LEAVING better opportunities

WERE YOU EVER DISCIPLINED OR WARNED FOR ABSENTEEISM OR TARDINESS ☐ YES ☒ NO; IF YES EXPLAIN

NAME AND ADDRESS OF PRESENT OR LAST EMPLOYER Alorica

STARTING DATE March 2022  
MONTH YEAR

LEAVING DATE September 2022  
MONTH YEAR

WEEKLY STARTING SALARY \$16.50 hourly

JOB TITLE Customer Service Rep

NAME AND TITLE OF SUPERVISOR Blake Trevino

DESCRIPTION OF WORK help customers with orders REASON FOR LEAVING better opportunities

WERE YOU EVER DISCIPLINED OR WARNED FOR ABSENTEEISM OR TARDINESS ☐ YES ☒ NO; IF YES EXPLAIN

NAME AND ADDRESS OF PRESENT OR LAST EMPLOYER Favor Delivery

STARTING DATE June 2020  
MONTH YEAR

LEAVING DATE Present  
MONTH YEAR

WEEKLY STARTING SALARY 0

JOB TITLE Delivery Driver

NAME AND TITLE OF SUPERVISOR 0

DESCRIPTION OF WORK Pick up and deliver orders REASON FOR LEAVING 0

WERE YOU EVER DISCIPLINED OR WARNED FOR ABSENTEEISM OR TARDINESS ☐ YES ☒ NO; IF YES EXPLAIN

Would you be willing and able to perform all of the essential job functions on the **ATTACHED LIST** required by the job you are applying for?

☒ YES ☐ NO

If not, explain which tasks \_\_\_\_\_

Have you filed any type of fraudulent claim against any of your present or past employers?

☐ YES ☒ NO

If yes, explain \_\_\_\_\_

Will you abide by the safety rules of this company?

☒ YES ☐ NO

Have you ever been disciplined for violating company safety rules or regulations?

☐ YES ☒ NO

If yes, explain \_\_\_\_\_

How many days of work (or school) have you missed in the last two years? 4 with excuses or Dr. note

How many times have you been late for work (or school) in the last two years? 1

REFERENCE GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU AND WHO ARE NOT PRIOR EMPLOYERS WHOM YOU HAVE KNOWN 1 YEAR

NAME	HOME ADDRESS	HOME PHONE #	BUSINESS ADDRESS	BUSINESS PHONE	YEARS ACQUAINTED
Robert Garcia	2717 Eric Dr	761-739-2015			8
Derek Villa	4901 saratoga BLVD	361-585-6230			6
Nick Cicala	5702 Timbergate Dr	602-501-1543			2

SERVICE RECORD

BRANCH OF SERVICE	DISCHARGE DATE RANK
PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES	DATE OBLIGATION ENDS

SPECIAL QUESTIONS

DO NOT ANSWER ANY OF THE QUESTIONS IN THIS FRAMED AREA UNLESS THE EMPLOYER HAS CHECKED A BOX PROCEEDING A QUESTION.

A CHECKED BOX INDICATES THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION OR DICTATED BY NATIONAL SECURITY LAWS OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASON.

- ☒ HEIGHT FEET 5 INCHES 9
- ☒ ARE YOU A U.S. CITIZEN? YES ☒ NO ☐
- ☒ ARE YOU ABLE TO PERFORM EACH OF THE ESSENTIAL JOB FUNCTIONS ON THE ATTACHED LIST WITH OR WITHOUT AN ACCOMMODATION? YES ☒ NO ☐
- ☒ PLEASE SEE THE ATTACHED LIST OF ESSENTIAL JOB FUNCTIONS

FOR EACH FUNCTION YOU CAN ONLY PERFORM WITH REASONABLE ACCOMMODATION, EXPLAIN HOW YOU WOULD PERFORM EACH FUNCTION THE TASKS, AND WITH WHAT ACCOMMODATION?

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

5. ☒ WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY? 0 READ FLUENTLY? 0 WRITE FLUENTLY? 0

6. ☒ HAVE YOU BEEN CONVICTED OF ANY CRIME (EXCLUDING MINOR TRAFFIC), INCLUDING DWI OR DUI. (ANSWERING "YES" WILL NOT BE AN AUTOMATIC BAR TO EMPLOYMENT) YES ☐ NO ☒

IF "YES" STATE LOCATION OFFENSE DATE DISPOSITION

ADDITIONAL EXPLANATION

NOTICE TO APPLICANT INITIAL EACH BOX TO ACKNOWLEDGE RECEIPT OF NOTICE

- ☒ I understand and agree that I may be required to take one or more physical examinations: lie detector test(s) as a condition of hiring or continued employment. I agree to consent to take such test(s) as such time as designated by the Company and to release the Company's directors, officers, agents or employees from any claim arising in connection with the use of such test(s)
- ☒ I have been advised and I understand that the taking of drug and alcohol tests given according to Company policy are conditions of the condition of any employment offered to me. I acknowledge that refusal to take the same when asked will be grounds for immediate termination.
- ☒ I have been advised that if I am offered a job I may be required to take drug and medical tests and I agree to do so if requested.
- ☒ I have been advised that lie detector tests, as a condition of hiring or continued employment, are prohibited by law, but may be used in situations where employers have evidence that an employee is involved in theft, fraud or other crime if all requirements of the Polygraph Protection Act of 1988 are met.

## Essential Physical Job Functions

### All Administrative Employees Must Be Able To:

- remain in a stationary, seated position for at least 2 continuous hours per day
- communicate and exchange accurate information
- operate a computer
- ascend and descend stairs
- frequently reach, bend, push and pull
- frequently lift up to 5 lbs and infrequently lift between 10-25 lbs
- stand and walk for up to 2 hours per day

### II Parts Employees Must Be Able To:

- stand and walk for up to 4 continuous hours per day
- remain in a stationary, seated position for up to 4 continuous hours per day
- traverse the department and/or dealership for up to 6 continuous hours per day
- lift up to 50 lbs
- frequently reach, bend, push and pull
- ascend and descend stairs and move items up to 25 lbs
- ascend and descend a ladder and move up to 10 lbs
- move items up to 50 lbs
- communicate and exchange accurate information
- inspect and recognize
- operate a computer

### All Service & Body Shop Employees Must Be Able To:

- remain in a stationary, seated position for up to 2 hours per day
- stand and walk for up to 4 hours per day
- frequently lift 5-20 lbs and occasionally lift 25-50 lbs
- occasionally drive vehicles with manual transmissions
- frequently reach, bend, push and pull
- perform multiple tasks of fine manipulation
- inspect and recognize
- operate a computer
- communicate and exchange accurate information
- ascend and descend stairs and move items up to 25 lbs ascend and descend a ladder and move up to 10 lbs

### All Sales Employees Must Be Able To:

- remain in a stationary, seated position for at least 2 continuous hours per day
- stand and walk for up to 4 hours per day
- communicate and exchange accurate information
- operate a computer
- frequently reach, bend, push and pull
- operate a vehicle with a manual transmission
- frequently climb in and out of heavy-duty trucks

### All Information Technology Employees Must Be Able To:

- remain in a stationary, standing position for at least 2 continuous hours per day
- communicate and exchange accurate information
- operate a computer
- ascend and descend stairs
- frequently reach, bend, push and pull
- frequently lift up to 5 lbs and infrequently lift between 10-25 lbs
- stand and walk for up to 2 hours per day

### AUTHORIZATIONS

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT IF ANY FALSE OR MISLEADING INFORMATION, OMISSION, OR MISREPRESENTATION IS DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANYTIME. BY SIGNING BELOW, I AUTHORIZE THE COMPANY TO SEEK FROM MY PRIOR EMPLOYERS AND MY PRIOR EMPLOYERS TO RELEASE INFORMATION ABOUT MY PRIOR EMPLOYMENT.

IF EMPLOYMENT IS OFFERED TO ME, I AGREE TO CONFORM TO AND FOLLOW ALL THE COMPANY'S RULES AND REGULATIONS. I ALSO AGREE ANY EMPLOYMENT OFFERED TO ME WILL BE "AT WILL AND MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, BY EITHER ME OR THE COMPANY. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO ANY OF THE FOREGOING.

DATE

SIGNATURE

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