



A To Z Tire & Battery, Inc.

P.O. Box 9138

806-373-2592

Amarillo, TX 79105-9138

An Equal Opportunity Employer

Prospective employees will receive consideration for employment without discrimination because of race, religion, color, sex, age, national origin or disability.

APPLICATION FOR EMPLOYMENT

1. Please **print** and write clearly
2. Answer **all** questions. A resume may be attached, but does not substitute for completion of all questions. Any unanswered questions may be considered a reason for disregarding your application.
3. You **MUST** be specific regarding which position for which you are applying.
4. Continued employment with A To Z Tire & Battery, Inc. is dependent upon truthfulness and completeness of the information provided by you in this application.
5. Read the Terms of Employment carefully, and be sure to sign the application.
6. Your application will be kept on file for six months, after which you must reapply for any position.

NOTIFICATION TO PROSPECTIVE EMPLOYEES

Applications for all positions at A To Z tire & Battery, Inc are required to sign a release and submit to a drug screen at a clinic designed by the company and a MVR and Background check. This procedure may occur after the interviewing process, but prior to an offer of employment.

| | | | |
|---|--------------------|----------------|---|
| Position applied for in order of Preference – “any” is not acceptable | Location Preferred | Minimum Salary | Employment Desire <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time |
|---|--------------------|----------------|---|

Have you ever filed an application with A To Z Tire before? No Yes When: _____ Where: _____
 Have you ever been employed by A To Z Tire & Battery, Inc.? No Yes When: _____ Where: _____

PERSONAL INFORMATION

Date of Application: _____

| | | | | |
|----------------|--|-------------------------------|------------------------|-------------|
| Last Name | First Name | Middle Name | Social Security Number | |
| Home Address | City | State | Zip | Telephone # |
| Email address: | In case of emergency, notify: Relationship: | Address: Street City State | Zip | Telephone # |

Do you have a valid driver’s license? No Yes Number: _____ State: _____ Exp: _____

EDUCATION

| Type of School | Name and address of School | Courses Majored in | Check Last Year Completed | | | | Graduate? If yes, Show Degree |
|----------------|----------------------------|--------------------|---------------------------|----|----|----|-------------------------------|
| Elementary | | | 5 | 6 | 7 | 8 | |
| High School | | | 9 | 10 | 11 | 12 | |
| College | | | 1 | 2 | 3 | 4 | |

Describe any other specialized training (such as business, technical, or other schooling). Include study courses given through public or private employment. State whether degree or certificate received.

EMPLOYMENT HISTORY

Account for all periods of employment for the past 10 years beginning with your present or last position and working back. Include military service. An accurate description of your work in each position may be the determining factor in selecting you for employment or for promotion, transfer, or retention after employment.

| | | | | |
|-----------------------------|------------------|-----------------------------|----------------------------|--|
| Present or Last Employer | Street Address | City | State | May we Contact? |
| Name Under Which Employed | Employer's Phone | Starting Date Month/Year | Leaving Date Month/Year | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary |
| Starting Salary | Final Salary | Starting Position | Job Title | Job Duties |
| Supervisor's Name and Title | | Reason for Leaving | | |

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| Starting Salary | Final Salary | Starting Position | Job Title | Job Duties |
| Supervisor's Name and Title | | Reason for Leaving | | |

Please use additional paper if you have had other employers.

ADDITIONAL DATA

Explain all period of unemployment other than those when you were attending school.

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| | |

Name of 3 persons other than relatives or former employers who have known you at least 2 years.

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How did you come to apply? Employee Referral Former Employee Ad Walk-in Other: _____

Have you ever been convicted of a violation of the law except a minor traffic violation? Yes No If yes, state the date, court, and place where offense occurred. (A conviction will not necessarily disqualify you from employment.)

Have you ever signed a Non-Compete Agreement with anyone? If so with who & is it current or expired?

Have you ever been discharged or requested to resign form a position? Yes No

Why do you desire to change employment?

Have you ever held a position of trust (handling money or confidential information)? Yes No

If multilingual, please list languages in which you are proficient.

Are you willing to transfer to another city?

Have you ever worked under any other name? If yes, list.

What positions of leadership or responsibility have you held in school, work, or elsewhere?

AUTHORIZATION AND RELEASE FOR BACKGROUND CHECK

(A copy or fax of this authorization shall be as valid as the original)

A To Z Tire & Battery, Inc. or its agents may evaluate my application by acquiring various types of information regarding my background including information regarding my character, work habits and history, honesty, performance, experience, education, training, credit history, driving record, criminal and litigation history, worker's compensation claims, and other information.

I AUTHORIZE ANY LAW ENFORCEMENT AGENCY, STATE OR FEDERAL AGENCY, INFORMATION SERVICE BUREAU, SCHOOL, FORMER EMPLOYER, INSURANCE COMPANY, OR INSTITUTION CONTACTED BY A TO Z TIRE, OR INVESTIGATIVE SERVICE RETAINED BY A TO Z TIRE, TO FURNISH THE INFORMATION DESCRIBED ABOVE.

I hereby release any such persons or entities from any liability for any damage whatsoever for issuing this information.

The company shall have the right at any time after termination of my employment to furnish to others information concerning my employment record with this company, including the information contained in the application, with no liability to the company for providing such information.

Date: _____ **Name (printed):** _____ **SS#:** ___ - ___ - ___ **Date of Birth:** ___ / ___ / ___

SIGNATURE: _____

TERMS OF EMPLOYMENT

I, the undersigned, state that all information given by me in this application is true to the best of my knowledge. I authorize A To Z Tire & Battery, Inc., (A To Z Tire) – herein called the company – to verify such information and to contact any reference given by me. Should I be employed by the company, I agree that:

I understand that my employment is not for specific term and can be terminated by me or by the company at any time for any reason, with or without cause, with or without notice, its only obligation being to pay wages or salary earned by me to termination. The falsification or omission of any information given by me in this application will entitle the company to terminate my employment.

I authorize that, if employed, the payroll department may deduct predetermined amounts from my payroll check for repayment of any amounts that I owe to A To Z Tire. Upon termination of my employment, I authorize the company to withdraw any amounts I owe the company from my final check or checks.

I understand that, if assigned as a driver of a company vehicle, I am required to report to the company ALL traffic tickets that I receive or accidents that I have whether or not on the job or whether or not in a company vehicle.

I agree that employment may be contingent upon my meeting all placement considerations, including medical requirements.

I will submit to medical examination(s) by a company appointed physician at such time(s) as it may request, and will submit to such examination, including physical examinations before making any claim against the company for work related injuries or illnesses suffered in connection with my employment. I further authorize any such physician to share the results of their examination with the company.

I agree not to disclose any of the company’s trade secrets, proprietary information, or other confidential or restricted information, including and without limitation all customer information and lists, all product price lists and cost information, in any fashion during employment or after my employment with the company is terminated.

I will cooperate in any company investigation giving true and complete answers to all questions and by complying with all the other requests for assistance.

I HAVE READ AND UNDERSTAND THE TERMS OF EMPLOYMENT.

Signature: _____ **Date:** _____

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|--------------------------------------|------------------------|----------------------------|
| Store Manager/Office Use Only | | |
| Interviewed by: _____ | Store: _____ | Date of Hire: _____ |
| Position: _____ | Base Pay: _____ | |
| Notes: _____ | | |
| | | |



MOTOR VEHICLE RECORD REQUEST

Universal Underwriters Group

Phone: 1-877-CALL ASM or 1-877-225-5276 FAX 1-913-498-5525 or 888-734-6776

Company Name: **A To Z Tire & Battery, Inc.**

From: _____ Account#: **0121842/**_____

Fax# **806-379-9728** Phone: **806-373-2592** Date Sent: _____

Important: Do not allow new hires or potential hires to drive any autos until MVR information and approval to drive is received back from Universal Underwriters Insurance Company.

Driver Information

Name: _____
First Last Name

Driver's License Number: _____ State: _____

Date of Birth: _____ Job Description: _____

Circle One: Hired Employee OR Potential Employee

Will you furnish a company vehicle for personal use? _____

Will the vehicle be driven by any one under the age of 25? _____

Will this person be a tow truck driver? _____

Has the driver held a drivers license in another state in the last 3 years? _____

If yes, please explain: _____

Authorization for Company to Obtain a Driver's License Report

In compliance with the Fair Credit Reporting Act, we hereby notify you that for employment purposes we may request a consumer report in connection with your application for employment or in connection with you employment. It is our normal practice to limit the consumer report to driving records available for the appropriate state or motor vehicle department.

I voluntarily authorize Universal Underwriters Insurance Company to obtain a consumer report for the purposes of business insurance underwriting. I acknowledge that Universal Underwriters is not my employer or prospective employer and will not take any employment decision relating to me. I understand and agree that I can revoke this authorization only in writing and the revocation will be effective only upon receipt.

Drivers Signature Signed this _____ day of _____ 20____

*Date of Birth information will be used by the consumer reporting agency to try to insure an accurate investigation. It will not be used in any employment decision.

Please Note: Results may take up to three business days.

A TO Z TIRES

PURPOSE OF THE COLE GROUP

The Cole Group will assist you in procurement of this job opportunity by providing to **A TO Z TIRES** verification of your background, job skills, work history, experience, and dependability.

CONSENT FORM

I consent to and request that *The Cole Group* make inquiries necessary to verify the information I have provided on my resume, application, and during interviews by and for to **A TO Z TIRES** I understand and agree that *The Cole Group* may now, or at any time in the future if I obtain this job, make inquiries concerning my past employment history (to include pay, attendance, dates of employment, and reasons for leaving); medical history; education; financial responsibility; worker's compensation claims history; involvement in prior litigation; and criminal history. I further request that the results of these inquiries be communicated to to **A TO Z TIRES** and understand that the information will be utilized to evaluate me for possible current or future employment, promotion or reassignment.

Signature

date

RELEASE OF LIABILITY

I understand that the sole purpose of The Cole Group is to assist me in demonstrating my suitability for and procuring employment at to **A TO Z TIRES** To accomplish this, I authorize and request that The Cole Group contact any or all of the following information sources: former employers, courts, law enforcement agencies, correctional facilities, jails, and all other government record repositories. I agree that any inaccurate information provided about me shall not be the fault of The Cole Group or to **A TO Z TIRES** and that sole responsibility shall be attributed to the source of that information. Accordingly, I hereby release from liability and hold harmless The Cole Group and to **A TO Z TIRES** and any contributing firm, individual, government agency, and all of their officers, employees, and agents. NOTICE: You may write to The Cole Group at 5151 Katy Freeway, Suite 204 Houston, TX 77007 and request the nature and substance of any information obtained from these sources. Please include a stamped and self-addressed envelope.

Signature

date

AUTHORIZATION FOR FORMER EMPLOYERS TO PROVIDE INFORMATION

I hereby request the full disclosure of all information concerning my employment at your company, to include DATES OF EMPLOYMENT, my job title/position, pay, and REASON FOR LEAVING. I release and hold harmless all former employers from any damages, claims, causes of action and liability in reference to furnishing and verifying such information.

Signature

date