



Application for Employment

(All blanks must be completely answered)

Matthews Tire & Service Centers Inc., Valley South Investments LLC, and its subsidiaries do not discriminate in hiring or employment on the basis of race, color, religion, national origin, age, sex, disability, Vietnam era military service, or any other basis on which discrimination is prohibited by federal, state, or local laws. No question on this application is intended to secure information to be used for such discrimination.

Personal *(Please print in ink.)*

Name			Today's date	
Street address		City	State	Zip
Email address	Telephone (days)		Telephone (evenings)	
Applying for _____ Full time _____ Part time _____ Seasonal	Type of work desired?		How were you referred to us?	
When will you be available to start work?	Salary expected	Are you at least 16 years of age? Yes _____ No _____		
Have you applied here before? If yes, when?	Are you legally permitted to accept permanent employment in the United States? _____ No _____ Yes			
Work visa number and expiration date	Have you ever been convicted of a felony? _____ No _____ Yes (Explain)			

Education *(You may be requested to furnish official transcripts of school or college.)*

Name and Address of School	Course/Major	GPA	From	To	Graduation	Degree
High School					Yes _____ No _____	
College or University					Date	
Other						
What courses did you take relative to the position you are applying for?						

Employment History *(Please list all of your past employers over the last 10 years, current or most recent position first. IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL PAGES.)*

Name of employer				Area code/telephone	
Address			City	State	Zip
Start date	Starting salary/wage	Starting position	Present position	May we call you at this number? Yes _____ No _____	
Last date	Present salary/wage	Reason for leaving or desiring to leave	Name and title of supervisor		
May we contact your present employer? Yes _____ No _____			May we contact other employees? Yes _____ No _____		

Employment History (Continued)

Name of employer			Area code/telephone	
Address		City	State	Zip
Start date	Starting salary/wage	Starting position	Exit position	
Last date	Exit salary/wage	Reason for leaving	Name and title of supervisor	

Name of employer			Area code/telephone	
Address		City	State	Zip
Start date	Starting salary/wage	Starting position	Exit position	
Last date	Exit salary/wage	Reason for leaving	Name and title of supervisor	

Technical Skills

Certifications received and date received.	Other skills related to position applied for.
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References *(Please list business references who may be contacted regarding your past work performance and job experience.)*

1. Name	Relationship	Phone	
Address	City	State	Zip

2. Name	Relationship	Phone	
Address	City	State	Zip

3. Name	Relationship	Phone	
Address	City	State	Zip

Additional Information

I have my own tools () No () Yes Approximate Value \$ _____

I have _____ certifications and they expire: _____

Please check each certificate you hold and give expiration date of the certificate.

	Expiration		Expiration
ASE Electrical/Electronic Systems		ASE Engine Performance	
ASE Heating & Air Conditioning		ASE Suspension & Steering	
ASE Manual Drive Train & Axles		ASE Brakes	
ASE Automatic Trans/Transaxle		ASE Engine Repair	
State Approved Air Conditioning Recharge and Recovery		ASE Advanced Engine Performance	
Other(s)		Other(s)	

Please check the appropriate box that best describes your talents

	I have never done this.	I have done this, but I need more training.	I am confident in doing this.
Lube, oil and filter			
Mount tire on steel or aluminum rim			
Balance tire on computer balancer			
Repair tire with a plug and a patch			
I understand tire sizing			
I know how tires should be rotated			
Front end alignment			
Four wheel alignment – mech & shim type			
Install struts, shocks, coil springs			
Install rack and pinion			
Replace C-V joint and boots			
Use of engine analyzer			
Use of diagnostic scanner			
Fuel injector-diagnose and repair			
Ability to find electrical short			
Front and rear disc brake overhaul			
Caliper overhaul			
Machine drums and rotors			
Service floating axles			
Evacuate and recharge air conditioner			
Ability to find air conditioning leaks			
Ability to repair air conditioning leaks			
Worked with R134A			
Automatic transmission service			
Auto transmission R & R			
Manual clutch replacement			
R & R engine			

