



Application for Employment



Please print the attached form. Complete all sections of the employment application and sign the last page.

You can **drop off** the application at the location in which your applying.

**558 E Penn Ave
Cleona, PA 17042**

**340 S Richland Ave
York, PA 17404**

**3041 Marwin Ave
Bensalem, PA 19020**

**5480 Oakview Drive
Allentown, PA 18104**

Or mail to:

**Henise Tire Service, Inc.
PO Box 2031
Lebanon, PA 17042-1322**

Or fax to: 717-272-4687

Should your qualifications meet our needs, we will be in touch with you.



Application for Employment



HENISE TIRE SERVICE, INC.
PO BOX 2031 • LEBANON, PA 17042-1322

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date: _____

Personal Information			
Name:	Last	First	Middle
Present Address	City		State Zip
Permanent Address (if different than above)			
Social Security Number		Telephone	

Federal Law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

I. **Position Applied For:** _____

1. Is there any information we would need to know about your name or use of another name for us to be able to check your work record? Please specify:

2. Do you have any relatives who are presently (or have formerly been) employed by Henise Tire Service, Inc.?

3. How were you referred to Henise Tire Service, Inc.? _____

4. Have you ever been convicted of a felony? YES NO If yes, please explain:

5. Do you have a valid Pennsylvania driver's license? Please supply the number:

II. Educational History

	School Name	Years Completed	Degree/Diploma
Elementary:	_____	_____	_____
High School:	_____	_____	_____
College:	_____	_____	_____
Technical:	_____	_____	_____
Other:	_____	_____	_____

III. Employment Record *(Please include all employment for the last 5 years)*

1)	_____	_____	_____
	Company Name (Current or most recent employer)		Position Held
	_____	_____	_____
	Address		Dates Employed
	_____	_____	_____
	Manager / Supervisor	Telephone	Wage / Salary

	Reason For Leaving		
2)	_____	_____	_____
	Company Name (Current or most recent employer)		Position Held
	_____	_____	_____
	Address		Dates Employed
	_____	_____	_____
	Manager / Supervisor	Telephone	Wage / Salary

	Reason For Leaving		
3)	_____	_____	_____
	Company Name (Current or most recent employer)		Position Held
	_____	_____	_____
	Address		Dates Employed
	_____	_____	_____
	Manager / Supervisor	Telephone	Wage / Salary

	Reason For Leaving		

Note: Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

Employer's Name	Reason
Employer's Name	Reason

IV. References *(Please do not include relatives or former employers)*

1)		
	Name	Years Known
	Address	Telephone
	Occupation	
2)		
	Name	Years Known
	Address	Telephone
	Occupation	
3)		
	Name	Years Known
	Address	Telephone
	Occupation	

V. Work Availability

- 1) If your application receives favorable consideration, when will you be available to begin work?

- 2) Do you have any objection to working overtime? () Yes () No
- 3) Can you work overtime without prior notice? () Yes () No
- 4) Can you work on Saturday? () Yes () No
- 5) Can you work on Sunday? () Yes () No
- 6) Can you travel if required by this position? () Yes () No

VI. Salary / Hourly Rate Requirements

If your application receives favorable consideration, what salary / hourly rate would you require?

\$ _____ per _____

VII. Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand, and accept all terms of the foregoing applicant statement.

Signature of Applicant _____

Date _____