



APPLICATION FOR EMPLOYMENT

Please Print

(Answer all questions except those in shaded areas)

HEADQUARTERS:
109 E. 40th St.
Norfolk, VA 23504

STORE LOCATION:

PERSONAL

NAME _____ SOCIAL SECURITY NO. _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME TELEPHONE NO. (_____) _____

STREET ADDRESS, IF DIFFERENT FROM MAILING ADDRESS _____

EMPLOYMENT INFORMATION

POSITION APPLIED FOR _____ FULL TIME PART TIME EITHER

HOW DID YOU FIND OUT ABOUT BIG AL'S? HELP WANTED AD NEW STORE OPENING SIGN EMPLOYEE REFERRAL OTHER

REFERRED BY SCHOOL/COLLEGE NAME OF SCHOOL/COLLEGE: _____

GEOGRAPHIC LOCATION PREFERRED 1. _____ 2. _____

IF HIRED, ARE YOU WILLING TO TRANSFER TO OTHER NEARBY BIG AL'S LOCATIONS? YES NO ARE YOU WILLING TO RELOCATE? YES NO

FOR STORE POSITIONS, ARE YOU AVAILABLE TO WORK THE DAYS AND HOURS OUR STORES ARE OPEN? YES NO

IF HIRED FOR A FULL TIME POSITION, ARE YOU AVAILABLE TO WORK OVER 40 HOURS PER WEEK ON A REGULAR BASIS? YES NO

ARE YOU EMPLOYED NOW? YES NO IF YES, MAY WE CONTACT YOUR EMPLOYER? YES NO

DATE YOU COULD START WORK IF HIRED _____ PAY RATE DESIRED? _____

HAVE YOU EVER APPLIED AT ANY BIG AL'S MUFFLERS & BRAKES LOCATION BEFORE? YES NO IF YES, WHERE? _____

HAVE YOU EVER WORKED AT ANY BIG AL'S MUFFLERS & BRAKES LOCATION? YES NO

IF YES, PLEASE PROVIDE DATES AND LOCATIONS: _____

WHY DID YOU LEAVE BIG AL'S PREVIOUSLY? _____

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? YES NO (Proof of acceptable status requires if hired.)

ARE YOU 18 YEARS OR OLDER? YES NO IF NOT 18 YEARS OR OLDER, PLEASE STATE AGE: _____

ALL STORE OPERATIONS POSITIONS SUCH AS TECHNICIAN, STORE MANAGER, AND MANY HEADQUARTERS POSITIONS SUCH AS DEPARTMENT MANAGER, CONSTRUCTION WORKER, AND DRIVERS REQUIRE A VALID DRIVER'S LICENSE.

IF REQUIRED, DO YOU HAVE A VALID DRIVER'S LICENSE FOR THE POSITION FOR WHICH YOU ARE APPLYING? YES NO EXP. DATE _____

DURING THE PAST TEN YEARS, HAVE YOU EVER BEEN CONVICTED OF: A TRAFFIC VIOLATION? YES NO A CRIME? YES NO

IF YES, EXPLAIN CONVICTION (Conviction will not necessarily bar you from employment): _____

SPECIAL SKILLS

FOR TECHNICIAN AND STORE MANAGEMENT POSITIONS PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. DO YOU HAVE A VALID STATE VEHICLE INSPECTOR'S LICENSE FOR THE POSITION YOU ARE APPLYING FOR? YES NO N/A

EXPIRATION DATE: _____ STATE: _____

2. DO YOU HAVE A.S.E. CERTIFICATION IN BRAKES? YES NO STEERING & SUSPENSION? YES NO

3. DO YOU HAVE YOUR OWN TOOLS? YES NO

4. DO YOU HAVE PERSONAL COMPUTER EXPERIENCE? YES NO

5. INDICATE YOUR EXPERIENCE LEVEL AS A TECHNICIAN IN USING THE EQUIPMENT BELOW:
EXPERIENCE LEVELS: A = Less than 1 year; B = 1 to 2 years; C = More than 2 years

LIFTS _____ BRAKE LATHES _____ TORCHES _____ PIPE BENDER _____ MIG WELDER _____

TIRE BALANCING MACHINE _____ ALIGNMENT EQUIPMENT _____

6. INDICATE YOUR EXPERIENCE LEVEL AS A TECHNICIAN IN THE SERVICE AREAS BELOW:
EXPERIENCE LEVELS: A = Less than 1 year; B = 1 to 2 years; C = More than 2 years

EXHAUST SYSTEMS _____ BRAKE SERVICE _____ SHOCK REPLACEMENT _____ SPRING REPLACEMENT _____

SUSPENSION _____ CV JOINTS _____ ALIGNMENT _____ INSPECTION _____ OIL CHANGE _____

AUTOMOTIVE TECHNICIAN/MECHANIC, STORE MANAGER, CONSTRUCTION, MAINTENANCE WORKERS, WAREHOUSE POSITIONS, AND DRIVERS ARE SOME OF THE POSITIONS THAT REQUIRE VARIOUS PHYSICAL CAPABILITIES. EXAMPLES INCLUDE: PUSHING-PULLING SPRINGS, TIE RODS; BENDING TO PICK-UP PARTS AND TOOLS; CLIMBING LADDERS, STEPS, AND ON TO RAISED LIFTS; LIFTING TOOLS AND PARTS FOR INSTALLATION; REACHING OVERHEAD TO REMOVE/INSTALL PARTS; LIFTING TIRES ON/OFF VEHICLES; PAINTING WALLS, CEILINGS, AND FLOORS; STANDING FOR LONG PERIODS OF TIME WHILE WORKING; CARRYING HEAVY ITEMS ON OWN; ASSISTING OTHERS WITH CARRYING/MOVING HEAVY ITEMS; DRIVING VEHICLES; ETC.

IF YOU ARE APPLYING FOR A POSITION WHERE VARIOUS PHYSICAL CAPABILITIES ARE REQUIRED AS A PART OF THE JOB, PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. ARE YOU ABLE TO SAFELY PERFORM JOB FUNCTIONS THAT REQUIRE LIFTING AND/OR CARRYING SINGLE ITEMS WEIGHING AT LEAST 50 LBS? YES NO

2. ARE YOU ABLE TO SAFELY PERFORM JOB FUNCTIONS/ACTIVITIES SUCH AS: PUSHING-PULLING, BENDING, STANDING, SITTING, CLIMBING, LIFTING-LOWERING, REACHING? YES NO

YOU MAY BE ASKED TO DESCRIBE HOW YOU WOULD PERFORM ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION.

EDUCATION

NAME OF SCHOOL, CITY AND STATE	COURSE OF STUDY	YEARS COMPLETED (Circle)	DID YOU GRADUATE?
HIGH SCHOOL		1 2 3 4	
COLLEGE OR TRADE SCHOOL		1 2 3 4	
OTHER EDUCATION/TRAINING		1 2 3 4	

HAVE YOU SERVED IN THE U.S. ARMED FORCES? YES NO PERIOD OF ACTIVE DUTY: FROM _____ TO _____

EMPLOYMENT HISTORY

IF EMPLOYED, LIST CURRENT EMPLOYER FIRST. LIST ALL FORMER EMPLOYERS IN ORDER FOR AT LEAST THE PAST FIVE YEARS.
ATTACH ADDITIONAL PAGE IF NECESSARY TO COMPLETE EMPLOYMENT HISTORY.

COMPANY NAME _____ DATES EMPLOYED FROM / / TO / /
MO. YR. MO. YR.

ADDRESS _____ PAY RATE: HOURLY _____ WEEKLY _____

NAME & TITLE OF YOUR SUPERVISOR _____ COMPANY TELEPHONE NO. () _____

YOUR JOB TITLE: _____ REASON FOR LEAVING: _____

YOUR JOB DUTIES: _____

REFERENCE CHECK DONE BY: _____

COMPANY NAME _____ DATES EMPLOYED FROM / / TO / /
MO. YR. MO. YR.

ADDRESS _____ PAY RATE: HOURLY _____ WEEKLY _____

NAME & TITLE OF YOUR SUPERVISOR _____ COMPANY TELEPHONE NO. () _____

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YOUR JOB TITLE: _____ REASON FOR LEAVING: _____

YOUR JOB DUTIES: _____

REFERENCE CHECK DONE BY: _____

AUTHORIZATION

I VOLUNTARILY GIVE BIG AL'S MUFFLERS & BRAKES THE RIGHT TO MAKE A THOROUGH INVESTIGATION OF ALL INFORMATION PROVIDED BY ME, AND RELEASE FROM ALL LIABILITY OR RESPONSIBILITY PERSONS, COMPANIES OR CORPORATIONS SUPPLYING SUCH INFORMATION. APPLICANTS FOR MANAGERIAL POSITIONS MAY BE REQUIRES TO SEPARATELY AUTHORIZE THE OBTAINING OF AN INVESTIGATIVE CONSUMER REPORT FROM AN APPROPRIATE AGENCY IN ORDER TO BE CONSIDERED FOR EMPLOYMENT.

I UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF EMPLOYMENT ELIGIBILITY AND VERIFICATION OF IDENTITY, AS REQUIRED BY THE IMMIGRATION REFORM AND CONTROL ACT OF 1986 (FORM I-9).

I FURTHER UNDERSTAND THAT ANY FALSIFICATION OF INFORMATION PROVIDED BY ME ON THIS APPLICATION WILL BE SUFFICIENT CAUSE FOR IMMEDIATE DISCHARGE AT ANY TIME, IF EMPLOYED.

I UNDERSTAND AND AGREE THAT, IF EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED BY ME OR THE COMPANY AT ANY TIME WITHOUT PREVIOUS NOTICE, SUBJECT TO APPLICABLE LAWS. NOTHING CONTAINED IN THIS APPLICATION FOR EMPLOYMENT SHALL CONSTITUTE AN AGREEMENT OF EMPLOYMENT FOR ANY PURPOSE. NO AGREEMENT OF EMPLOYMENT FOR ANY PERIOD OF TIME, SPECIFIED OR UNSPECIFIED, SHALL BE VALID UNLESS IN WRITING AND SIGNED BY A SENIOR VICE PRESIDENT OR THE PRESIDENT OF THE COMPANY.

APPLICANT SIGNATURE _____ DATE _____

INTERVIEWER TO COMPLETE

INTERVIEWED BY _____ DATE _____

INTERVIEWED BY _____ DATE _____

INTERVIEWED BY _____ DATE _____

HIRED YES NO POSITION _____ STORE/DEPT # _____

PAY RATE _____ DATE REPORTING TO WORK _____

IF HIRED, ASK NEW EMPLOYEE TO BRING DOCUMENTS NEEDED TO COMPLETE NEW EMPLOYEE PACKET ON DATE REPORTING TO WORK. THIS INCLUDES A VALID DRIVER'S LICENSE, FOR MOST POSITIONS, AND PROOF OF LEGAL AUTHORIZATION TO WORK IN THE U.S. (I-9 Form).