



FLEET MAINTENANCE, INC.

67 RANSIER DRIVE

WEST SENECA, NY 14224

716-675-9220 FAX: 716-675-5710



Employment Application



FLEET MAINTENANCE, INC.

EMPLOYMENT APPLICATION

Thank you for your interest in FMI. This application should take 15-25 minutes to complete. PLEASE PRINT. Everything must be filled in to receive further consideration.

FMI provides equal opportunity for all associates and applicants for employment without regard to race, sex, color, national origin, religion, age or disability, marital status, veteran status, or union sentiment. You may request any reasonable accommodation necessary to participate in the application process. FMI only hires U.S. citizens and lawfully authorized alien workers. Verification of identity and employment eligibility is terms and conditions of employment.

Date	Last Name	First Name	M.I.
Telephone Number (include area code)	Social Security Number		
Address: Street	Apt. #	City	State Zip

Position applying for:	Are you of legal age to work? <input type="checkbox"/> Yes <input type="checkbox"/> No (Under 18 may require proof of age and work permit)
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Salary desired:	<p>Work Availability: Although an effort will be made to accommodate individual work schedule preference and availability, work schedules such as start time, number of daily or weekly hours and assigned work days are subject to change at any time. Availability to work on weekends is required. Number of hours may vary based on business necessity and could change an individual's employment status.</p> <p>Hours:</p> <table border="1"> <thead> <tr> <th>Sun.</th> <th>Mon.</th> <th>Tues.</th> <th>Wed.</th> <th>Thurs.</th> <th>Fri.</th> <th>Sat.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.														
Sun.		Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.															
Are you presently authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:																						

Names of relatives or acquaintances employed at FMI:	Relationship:
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Have you applied here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, When?

I have reviewed the job description of the position for which I am applying. <input type="checkbox"/> Yes <input type="checkbox"/> No I am able to perform the tasks of the job for which I am applying with or without reasonable accommodation. <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a resume? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you submitted it with this application? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Education

Name of School	City, State	Year From-To		Did you graduate?	Degree/Major
High School					
College/University					
Other					

Employment

Beginning with your present or most recent position, list all employment.
Please account for full or part-time employment and periods of unemployment.

Employer A

May we contact your present employer now for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact you at your business? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, telephone number (Include area code)
Present or Most Recent Employer	Starting Date	Beginning Base Pay	Job Title & Duties:
Address	Ending Date	Final Base Pay	
City/State	Telephone Number	Hours Per Week	
Supervisor	Reason for Leaving		Your Full Name (If different)

Employer B

May we contact your present employer now for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact you at your business? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, telephone number (Include area code)
Present or Most Recent Employer	Starting Date	Beginning Base Pay	Job Title & Duties:
Address	Ending Date	Final Base Pay	
City/State	Telephone Number	Hours Per Week	
Supervisor	Reason for Leaving		Your Full Name (If different)

Employer C

May we contact your present employer now for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact you at your business? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, telephone number (Include area code)
Present or Most Recent Employer	Starting Date	Beginning Base Pay	Job Title & Duties:
Address	Ending Date	Final Base Pay	
City/State	Telephone Number	Hours Per Week	
Supervisor	Reason for Leaving		Your Full Name (If different)

Employer D

May we contact your present employer now for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact you at your business? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, telephone number (Include area code)
Present or Most Recent Employer	Starting Date	Beginning Base Pay	Job Title & Duties:
Address	Ending Date	Final Base Pay	
City/State	Telephone Number	Hours Per Week	
Supervisor	Reason for Leaving		Your Full Name (If different)

Listed below are a number of descriptions that may or may not apply to you. If the statement describes you, mark "AGREE", if the statement does not describe you, mark "DISAGREE".

	<u>AGREE</u>	<u>DISAGREE</u>
I'm always on time or a little early for everything.	_____	_____
I enjoy approaching new people.	_____	_____
I like change.	_____	_____
I work best in a fast paced environment.	_____	_____
I have been described as good-natured, even under difficult circumstances.	_____	_____
I can't be pleasant if people are rude to me.	_____	_____
Others have described me as shy and introverted.	_____	_____
I work best when I am able to complete one task at a time.	_____	_____
I'm hesitant to ask questions when I don't understand something.	_____	_____
I sometimes find it hard to be enthusiastic about work.	_____	_____

Check off on the line which describes how often you have performed the task listed (in connection with any employment).

<u>How Often Have You...</u>	<u>Never</u>	<u>Sometimes</u>	<u>Often</u>
Greeted and approached customers	_____	_____	_____
Interacted with customers in a sales environment	_____	_____	_____
Dealt with more than one customer at a time	_____	_____	_____
Dealt with unhappy customers	_____	_____	_____
Straightened and kept the sales floor or work area clean and well-organized	_____	_____	_____
Performed more than one task at a time	_____	_____	_____
Worked closely with other to get the job done	_____	_____	_____
Lifted and moved bulky merchandise on a regular basis, with or without assistance or accommodation	_____	_____	_____
Stocked and retrieved merchandise from shelving units or various heights	_____	_____	_____
Been in a decision making role	_____	_____	_____
Worked in a fast paced environment	_____	_____	_____

Please answer the following questions that you are familiar with. Some questions may have multiple answers. Circle as many as necessary.

1. Sometimes people miss work for various reasons. How many unscheduled absences have you had in the last year?
 - a. I have had 6 or more in the last year
 - b. I have had no more than 4-5 in the last year.
 - c. I have had no more than 1-3 in the last year.
 - d. I have not had an unscheduled absence in the last year.

2. Suppose you see a co-worker using some kind of drug (not on the job, but before work). It appears that the drug use is hurting his work and safety, and he told you the manager had warned him about poor performance. What would you do?
 - a. Say nothing- it's his problem, and not on company time
 - b. Talk to him and try and get him to straighten up.
 - c. Tell the store manager about the problem and how it is hurting job performance and safety in order to solve the problem.

3. Suppose you saw a fellow employee taking a small piece of merchandise (less than \$5.00) from the dealership. He knows that you saw him take it. What would you do?
 - a. Say nothing- it's not your business and the item was small.
 - b. Wait until you can meet with the manager and tell him in private.
 - c. Tell the manager on duty immediately because it is wrong.
 - d. Tell him to put the item back or you'll tell the manager because it is wrong.

4. Which of the following characteristics do you feel you utilize at work?
- Ability to independently solve problems
 - Tend to display perseverance (determined to finish)
 - Complete all details of a task or project; doesn't leave "loose ends"
 - Initiative, voluntarily attempts non-routine projects.
5. Sometimes people are not always able to arrive at work exactly on time. How often have you arrived over 5 minutes late for work or school in the last year?
- I have been late 6 or more times
 - I have been late no more than 1-3 times in the last year.
 - I have not been late in the last year.
6. You are watching another mechanic working on a vehicle. The mechanic is installing a part requiring a specific torque setting on the final adjustment. As you watch, the mechanic does not make this final adjustment. Which of the following is the best thing to do?
- Tactfully tell the mechanic it must be adjusted to the proper torque.
 - Go and apply the proper torque when he/she is away.
 - Ignore what you see and hope he/she learns from their mistakes.
 - Report the problem to your supervisor.
7. What is the firing order of a conventional in-line 6-cylinder diesel engine?

8. What is an ASA?
- American Speed Association
 - Anti-Slip Actuator
 - Automatic Slack Adjuster
 - Anti-Stall Arm
9. What computer operating systems are you familiar with? (circle all that apply)
- Windows 7.0
 - Windows XP
 - Microsoft Office 2003/2007/2010
 - Microsoft Outlook Calendars and Tasks
10. Do you have a CDL license, and if so, what type?
- No
 - Yes, _____
11. Do you have experience operating a manual stick transmission?
- Yes
 - No
12. Do you currently have any marks on your driving record? If yes, state how many points are charged?
- No
 - Yes. Amount of points _____
13. $19 \text{ (times)} \times 5 \text{ (minus)} - 45 \text{ (times)} \times .2 \text{ (is equal)} =$ to what? _____
14. How do you track open or pending tasks at work?
- Use Microsoft task list/reminders/Calendars
 - Use paper- notes method
 - Don't bother, my supervisor will remind me
 - Mentally, remember in my head.
15. Which situation below best describes your preferred method of communication on a pending or completed task?
- If I have a problem resolving an issue, I will wait until my supervisor asks me about the project.
 - If I advised my supervisor of a project status and it is awaiting approval, I will remind my supervisor in 48 hours that the project is still pending their approval.
 - I prefer to update my supervisor every Friday of the status of all my projects
 - If I am unclear about a project, I will ask my supervisor to review again to ensure accuracy.
16. How did you hear about this position?
- Internet job posting site
 - Newspaper Ad
 - TV Advertising
 - Other _____
17. You find an individual walking through the dealership that is not an employee. Which of the following would you do?
- Continue to walk past the person without any acknowledgement.
 - Identify yourself and ask if the person needs any assistance.
 - If the person is unfamiliar with the dealership, escort them to the department or person he/she is looking for.
 - Page the department manager advising that the person/customer is looking for them.

I AM THE PERFECT CANDIDATE FOR THIS JOB BECAUSE...

PLEASE READ THE FOLLOWING STATEMENTS WHICH ARE CONDITIONS FOR EMPLOYMENT AT FMI:

1. I affirm that the information that I have provided on this application is true, correct and complete and understand it is subject to validation.
2. I authorize the persons, schools, employers and other organizations named in this application to verify the information I have provided and to provide FMI with relevant information that may concern my employment with FMI. I also understand that, for employment purposes, investigative background inquiries will be made by FMI and/or its authorized agents to various law enforcement and government agencies regarding my criminal and driving (where applicable) history. I authorize, without reservation, any party or agency contacted by this employer to furnish the above mentioned information. I am willing that a photocopy of this release be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from liability arising from the disclosure of any of the above information whether in writing or orally. I further waive and release FMI from any liability arising from reliance on the aforementioned information or the use, publication, or retention of such information within the context of the application process.
3. I understand and agree that:
 - a) Any misrepresentation, false statement, or omission made by me with respect to the information contained in this application or interview could result in rejection for employment, or if employed, in employment termination from the company.
 - b) Any offer of employment, and acceptance thereof, does not constitute a binding contract of any length, and that such employment is terminable at the will of either party, at any time and for any reason, subject to applicable state and/or federal laws.
 - c) Although an effort will be made to accommodate individual work schedule preferences and availability, work schedules such as start time, number of daily or weekly hours and assigned work days are subject to change at any time. Availability to work on weekends is required. Hours may be increased or decreased based on business necessity and could change an individual's employment status. I understand and agree that, although over the course of my employment, other terms and conditions of my employment may change, my at-will status will not change, and that no representative of FMI has any authority to make an agreement contrary to the foregoing or to enter into an agreement for any specified period of time.
4. I agree to protect FMI's confidential information, trade secrets, and names and addresses of customers, and I will not disclose to FMI and confidential information of others.
5. I agree, if employed, to conform to FMI rules and regulations.
6. I will be able, if hired, to certify that I am authorized to work in the United States of America and provide timely documentation of identity and employment eligibility.
7. I understand that I will be required to submit to, and pass, drug and alcohol screening.
8. I understand that this application is only one part of the hiring process and a decision to hire will be dependent on a successful interview, reference checks and an assessment of my training and education, skills and experience relative to all other applications.
9. I understand that this application must be filled out entirely and signed in order for it to be valid.

References

1. _____
2. _____
3. _____

Applicants Signature/Date _____