



Application for Employment: Notices

Equal Employment Opportunity:

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment based on age, sex, color, race, national origin, religion, marital status, political belief, disability, familial status, sexual orientation, gender identity and expression, genetic information, or any other characteristic protected by law. All employment decisions are based on ability to perform essential job functions and other related objective standards.

Americans with Disabilities Act:

Callaghan Tire will provide reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in undue hardship to the company. During the interview process you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and separate from your personnel file.

Introductory Period:

Each new employee will be required to complete a 90-calendar day introductory period beginning the first day of work. This period provides new or re-hired employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Managers/supervisors are provided the opportunity to evaluate the new employee's quality and quantity of work and to make an assessment of the person's suitability for the job he or she was hired to perform. If an employee's performance is unsatisfactory during the introductory period as determined by company management, the introductory period may be extended for a period of sixty (60) days or the employee may be let go as unsuitable for the job. Both decisions are at the sole discretion of Callaghan Tire.

Drug Free Workplace:

Callaghan Tire has established and maintains a drug-free workplace Program. This program conforms with chapter 440.102, Florida Statutes, its implementing regulations, and Federal law. As part of this program, offers of employment are expressly conditioned upon passing a drug test. In addition, Callaghan Tire employees are subject to drug testing under certain conditions outlined in the Drug and Alcohol Policy Statement.

For persons receiving a conditional offer of employment, failure of a drug test or refusal to submit to drug testing shall cancel or terminate any job offer. For an employee, failing a drug test or refusing to submit to a drug test will result in action against an employee up to and including termination.

A person who receives a conditional offer of employment will have the opportunity to report confidentially to the medical review officer (MRO) both before and after being tested regarding the use of prescription or non-prescription medications. Additionally, a job applicant shall receive a list of common medications which may alter or affect a drug test. An applicant will also be given the names addresses and telephone numbers of local alcohol and drug rehabilitation programs at his/her request.

Any person receiving a conditional offer of employment who fails a drug test may challenge or explain the result within five working days after written notification of the test result. A job applicant will also have an opportunity to request a retest of the original sample at the job applicant's expense. If an applicant's challenge is unsatisfactory, the applicant may contest the drug test results pursuant to the rules adopted the the Department of Labor and Employment Security or the Florida Agency for Health Care Administration.

The job applicant also has the responsibility to notify the laboratory or clinic conducting the drug test of any administrative or civil action brought involving the drug test conducted by that laboratory or clinic.

The job applicant also has a right to consult the testing laboratory or clinic for technical information regarding prescription or non-prescription medication. In addition, each applicant may request a list prior to administration of the drug tests of the substances to be tested. All test results will remain confidential except as allowed by law. At the applicant's request, Callaghan Tire will provide a copy of its Drug and Alcohol Abuse Policy Statement prior to the administration of a drug test. Signature below allows that drug test results may be disclosed to designated personnel at Callaghan Tire.

Nothing in this Notice will affect these rights provided in any collective bargaining agreement between Callaghan Tire and its employees. Refusal to acknowledge or sign this document will result in withdrawal of any offer of employment.

Print Name _____ Date _____

Signature _____

Witness _____



Application for Employment

Please print

Date: _____

I. Personal Information

Name: Last First Middle

Street Address

Mailing Address (if different)

City, State, Zip Code

Social Security Number Telephone number(s)

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity according to Department of Homeland Security Employment Verification directives within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Position Applied For: _____

1. Is there any information we would need 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 this company?

3. How were you referred to us? _____

4. Have you ever worked here before? Yes No If yes, when? _____

5. Have you applied here before? Yes No If yes, when? _____

6. Have you ever been convicted of a felony? Yes No **If yes, please explain (use back of page if necessary):**

II. Educational History: Write School Name/Location / Years Completed / Degree or Diploma

	School Name	Location	Years Completed	Degree/Diploma
Middle/Jr High				
High School				
College/Trade				
Other: List any special skills or qualifications you have obtained				



III. Employment Record: Please include all information for each place of employment.

1. Most Recent Employment

Company Name	Address	Position held
Manager/Supervisor's name	Phone Number	Dates Employed: From To
Wage/Salary	Primary Duties	Reason for leaving

2.

Company Name	Address	Position held
Manager/Supervisor's name	Phone Number	Dates Employed: From To
Wage/Salary	Primary Duties	Reason for leaving

3.

Company Name	Address	Position held
Manager/Supervisor's name	Phone Number	Dates Employed: From To
Wage/Salary	Primary Duties	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. Personal References: Please do not include relatives or former employers.

1.

Name	Address	
Phone Number	Occupation	Years Known

2.

Name	Address	
Phone Number	Occupation	Years Known

3.

Name	Address	
Phone Number	Occupation	Years Known

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 travel if required by this position? () Yes () No
- 5. **What is your day time availability?**

VI. Salary / Hourly Rate Requirements

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

VII. Agreement

My signature below indicates I have been given and have read the policies regarding Equal Employment Opportunity, Americans with Disabilities Act, Introductory Period, and Drug Free Workplace.

My signature below indicates that I have provided accurate, factual and complete information. Any falsified information I provide will be grounds for termination or withdrawal of any offer of employment.

I understand that Callaghan Tire strives to maintain a professional image dependent on safety, courtesy, and integrity. If I am hired I agree to be responsible for promoting these qualities by learning and abiding by all safety procedures and code of conduct directives outlined in the *Callaghan Tire Policy and Procedure Book*.

Applicant Signature: _____

Date: _____

Received by: _____

Date: _____