



L.G. Smith Boulevard 112, Oranjestad, Aruba  
Tel: (297) 524 4444 / Fax: (297) 582 6661  
e-mail: info@yerausquin.com / www.yerausquin.com

# Application for Employment

## Personal Information

Name:			Today's Date:		
Last	First	M.I.			
Identification Number:			Phone:		
Date of Birth:			Place of Birth:		
Marital Status: <input type="radio"/> SINGLE <input type="radio"/> MARRIED			Present Address:		
Number of Dependants (kids):			City:		
Are you eligible to work in the Aruba? <input type="radio"/> YES <input type="radio"/> NO			Permit Number: .....		
Are you 18 years of age or older? <input type="radio"/> YES <input type="radio"/> NO					
Do you have a valid driver's license? <input type="radio"/> YES <input type="radio"/> NO					
Driver's License Number: _____			State: _____		
Do you have any commitments to another employer/side-jobs/work on own, that might affect employment with us.? _____					
Email Address: _____					

**Position Applying For**

Title:		Referred By:	
Type of Work: <input type="radio"/> Full-Time <input type="radio"/> Part-Time <input type="radio"/> Temporary		Pay Desired:	<input type="radio"/> This is an hourly figure <input type="radio"/> This is a yearly figure <input type="radio"/> Other _____
Have you ever been employed at an automobile dealership?		<input type="radio"/> YES	<input type="radio"/> NO
IF YES, Dates:	From _____ To _____	Where:	

**Education**

Schools (Name, City, State):			
		Graduated:	<input type="radio"/> YES <input type="radio"/> NO    GPA:
Schools (Name, City, State):			
Schools (Name, City, State):			
Schools (Name, City, State):			
Languages: <input type="radio"/> English <input type="radio"/> Dutch <input type="radio"/> Spanish <input type="radio"/> Papiamento <input type="radio"/> Other			
Computer: <input type="radio"/> Word <input type="radio"/> Excel <input type="radio"/> Outlook <input type="radio"/> Power point <input type="radio"/> Other			

**General Information**

Present state of Health:	
Are you willing to undergo a physical exam?	
Do you have any information with regard to your health that we should know of?	

**Personal References**

Name	Address	Phone Number	Relationship

## Employment

List all periods of employment, self-employment, and verifiable volunteer work beginning with your present job.  
**Please print clearly.** If you need additional space, please list information on the back of this booklet.

Present/Last Employer:

Type of Business:

Address:

Phone Number:

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

May we contact?     YES     NO

Pay:

Reason for Leaving:

Job Title:

Supervisor and Title:

Description of Job and Duties:

If presently employed, why do you wish to change employers?

Suppose we were to call your supervisor at this place of business:

How would he or she describe your job performance?

- Outstanding
- Above average
- Average
- Somewhat below average
- I don't know

How would he or she describe your attendance record?

- Never missed a day
- Seldom missed a day (e.g., 1 to 2 days a year)
- Sometimes missed a day (e.g., 3 to 5 days a year)
- Occasionally missed a day (e.g., 6 to 10 days a year)
- Frequently missed a day (more than 10 days a year)

How often would he or she say you were late for work?

- Never late
- Seldom late (e.g., 1 to 2 times a year)
- Sometimes late (e.g., 3 to 5 times a year)
- Occasionally late (e.g., 6 to 10 times a year)
- Frequently late (more than 10 times a year)

Employer:

Type of Business:

Address:

Phone Number:

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

May we contact?     YES     NO

Pay:

Reason for Leaving:

Job Title:

Supervisor and Title:

Description of Job and Duties:

**Employment (continued)**

Suppose we were to call your supervisor at this place of business:

How would he or she describe your job performance?

- Outstanding
- Above average
- Average
- Somewhat below average
- I don't know

How would he or she describe your attendance record?

- Never missed a day
- Seldom missed a day (e.g., 1 to 2 days a year)
- Sometimes missed a day (e.g., 3 to 5 days a year)
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- Never late
- Seldom late (e.g., 1 to 2 times a year)
- Sometimes late (e.g., 3 to 5 times a year)
- Occasionally late (e.g., 6 to 10 times a year)
- Frequently late (more than 10 times a year)

Employer:

Type of Business:

Address:

Phone Number:

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

May we contact?  YES  NO

Salary:

Reason for Leaving:

Job Title:

Supervisor and Title:

Description of Job and Duties:

Suppose we were to call your supervisor at this place of business:

How would he or she describe your job performance?

- Outstanding
- Above average
- Average
- Somewhat below average
- I don't know

How would he or she describe your attendance record?

- Never missed a day
- Seldom missed a day (e.g., 1 to 2 days a year)
- Sometimes missed a day (e.g., 3 to 5 days a year)
- Occasionally missed a day (e.g., 6 to 10 days a year)
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- Sometimes late (e.g., 3 to 5 times a year)
- Occasionally late (e.g., 6 to 10 times a year)
- Frequently late (more than 10 times a year)

**Employment (continued)**

Employer:	Type of Business:
Address:	Phone Number:
Employment Dates:      From _____ To _____	May we contact? <input type="radio"/> YES <input type="radio"/> NO
Pay:	Reason for Leaving:
Job Title:	Supervisor and Title:

Description of Job and Duties:

Employer:	Type of Business:
Address:	Phone Number:
Employment Dates:      From _____ To _____	May we contact? <input type="radio"/> YES <input type="radio"/> NO
Pay:	Reason for Leaving:
Job Title:	Supervisor and Title:

Description of Job and Duties:

Employer:	Type of Business:
Address:	Phone Number:
Employment Dates:      From _____ To _____	May we contact? <input type="radio"/> YES <input type="radio"/> NO
Pay:	Reason for Leaving:
Job Title:	Supervisor and Title:

Description of Job and Duties:

Employer:	Type of Business:
Address:	Phone Number:
Employment Dates:      From _____ To _____	May we contact? <input type="radio"/> YES <input type="radio"/> NO
Pay:	Reason for Leaving:
Job Title:	Supervisor and Title:

Description of Job and Duties:

**Technical Experience - Service Department Technician Only**  
**Only complete this page if you are applying for a technician position.**

This section lists skill areas associated with technician jobs. 1) Think about your performance during the past 5 years in each area, and match it with the rating scale shown below. 2) Enter your rating (1-4) for each area in the columns to the right of each area.

- 1 = **LITTLE OR NO EXPERIENCE** in this area.
- 2 = **LOW LEVEL OF EXPERIENCE** - Basic knowledge of this area. Can perform basic tasks (i.e., maintenance inspection, remove and replace components).
- 3 = **MODERATE LEVEL OF EXPERIENCE** - Full understanding of this area. Can effectively perform all standard tasks (i.e., more difficult maintenance, including disassembly, reassembly, adjustment or calibration; repair and overhaul components; and determine the causes of common system malfunctions).
- 4 = **HIGH LEVEL OF EXPERIENCE** - Complete understanding of unique aspects and operation of this area, including relationship to other systems. Can effectively perform complex as well as standard tasks (i.e., use troubleshooting equipment to resolve complex system malfunctions). This also includes the ability to train people who are at lower levels of knowledge or experience.

Technical Experience Areas	Rating (1-4)	Technical Experience Areas (continued)	Rating (1-4)
1. Performing oil changes and lube		9. Servicing automatic transmissions	
2. Performing battery diagnostics		10. Servicing manual transmissions, front and rear axles	
3. Doing tire mounting, balancing, and rotation		11. Servicing electrical systems	
4. Repairing/replacing belts and hoses		12. Servicing ABS Brakes (Anti-Lock Brakes)	
5. Repairing/replacing shocks and struts		13. Performing engine tune-up and performance	
6. Servicing basic braking systems		14. Doing minor engine repair	
7. Servicing heating and air conditioning		15. Doing major engine repair	
8. Servicing front end, suspension and steering repair			

**Training and Certifications - Technician Only**

This section contains areas in which you may have received formal technical training (i.e., trade school, factory school, military training, etc.). 1) Check the "Yes" or "No" box to indicate whether you have had formal training in a specific area. 2) If you checked "Yes" for formal training, also check what type of certification/degree you received as a result of the training and the date a certification expires. 3) If you have training or certifications in other areas, please enter them in the space provided.

Technical Areas	Have You Had Formal Training?		Do You Have Certifications/Degrees?			
	No	Yes	State	Exp. Date	ASE	Exp. Date
A. Electrical/electronic systems						
B. Brakes						
C. Heating and Air Conditioning						
D. Steering and suspension						
E. Manual Drive train and axles						
F. Automatic transmission/transaxle						
G. Engine performance						
H. Engine repair						
I. Others: (please list)						

**Technical Experience - Body Shop Technician Only**  
**Only complete this page if you are applying for a technician position.**

This section lists skill areas associated with body shop technician jobs. 1) Think about your performance during the past 5 years in each area, and match it with the rating scale shown below. 2) Enter your rating (1-4) for each area in the columns to the right of each area.

- 1 = **LITTLE OR NO EXPERIENCE** in this area.
- 2 = **LOW LEVEL OF EXPERIENCE** - Basic knowledge of this area. Can perform basic tasks (i.e., inspection, remove and replace components).
- 3 = **MODERATE LEVEL OF EXPERIENCE** - Full understanding of this area. Can effectively perform all standard tasks (i.e., more difficult repairs, including disassembly, reassembly, adjustment or calibration; repair and overhaul components; and determine the causes of common malfunctions).
- 4 = **HIGH LEVEL OF EXPERIENCE** - Complete understanding of unique aspects and operation of this area, including relationship to other systems. Can effectively perform complex as well as standard tasks (i.e., use troubleshooting equipment to resolve complex system malfunctions). This also includes the ability to train people who are at lower levels of knowledge or experience.

Technical Experience Areas	Rating (1-4)
1. <b>Non-structural repair</b> (preparation, panel replacement, working with trim & hardware, metal straightening, using body fillers, quarter panel placement, moveable glass, etc.).	
2. <b>Structural repair</b> (damage analysis, straightening structural parts, full & partial panel replacement, stationary glass replacement, restoring corrosion protection, etc.).	
3. <b>Welding &amp; Cutting</b> (MIG (GMAW) welding, cutting & heating processes, advanced welding methods, etc.).	
4. <b>Refinishing</b> (safety & environmental practices, understanding automotive finishes, preparing surfaces, preparing equipment, paint area & refinish materials, tinting, applying the finish, blending, solving paint application problems, finish defects, causes & cures, detailing, etc.).	
5. <b>Estimating</b> (analyzing damage, creating a damage report manually, creating a computerized damage report, etc.).	
6. <b>Plastic Repair</b> (identification and repair decisions, adhesive repair, welding repair, repair of padded dashes, SMC repair, refinishing of plastics, etc.).	
7. <b>Mechanical &amp; Electrical</b> (steering & suspension, electrical & electronic systems, brake systems, air conditioning systems, cooling systems, drive trains, fuel, intake, & exhaust systems, restraint systems, etc.).	

**Training and Certifications - Technician Only**

This section contains areas in which you may have received formal technical training (i.e., trade school, factory school, military training, etc.). 1) Check the "Yes" or "No" box to indicate whether you have had formal training in a specific area. 2) If you checked "Yes" for formal training, also check what type of certification/degree you received as a result of the training and the date a certification expires. 3) If you have training or certifications in other areas, please enter them in the space provided.

Technical Areas	Have You Had Formal Training?		Do You Have Certifications/Degrees?	
	No	Yes	What Kind? (I-CAR, ADVANCE-TECH, ASE, etc.)	Exp. Date
A. Structural Repair				
B. Non-Structural Repair				
C. Welding and Cutting				
D. Refinishing				
E. Estimating				
F. Plastic Repair				
G. Mechanical and Electrical				
H. Others: (please list)				

**Periods of Unemployment**

Account for all periods of unemployment of one month duration or more since you left school until the present time.

FROM:                      TO:                      Please state what you were doing.

Mo./Yr.                      Mo./Yr.

Mo./Yr.                      Mo./Yr.

Mo./Yr.                      Mo./Yr.

**Additional Qualifications**

What knowledge, special skills, additional technical expertise, and/or individual capabilities do you have which prepare you for the position you have applied for?

List any job-related or other special recognitions you have received (i.e., awards, community recognition, etc.).

Have you been convicted of a felony (excluding any record or conviction that has been judicially sealed, expunged, eradicated, or dismissed)? If yes, please describe:                       YES  NO

Date available to begin work:

List hours and days you are available to work:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>FROM</b>							
<b>TO</b>							

**Applicant Statement**

I hereby affirmed the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge and agreed that falsified or significant omissions may disqualify me from further consideration for employment and may be considerate justification for dismissal if discovered at a later date.

I have answered all questions to the best of my ability. If employed, I realize false information will be grounds for dismissal. I authorize any necessary inquiries as to my character, reputation, and ability and release those supplying any information from all liability. I understand that upon an offer of employment, I will be required to pass a drug test prior to employment. Also, I understand that upon an offer of employment, I may be required to pass a physical examination and provide proof of eligibility to work (legal work status).

I authorize persons, schools, current employer (if applicable) and previous employers and organizations named in this application (and accompanied resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

By signing my name below, I understand that nothing contained in this application or in the interview process is intended to create an employment contract between the dealership and myself. Should this application result in my employment, I will be employed at will. This means that I have a right to terminate my employment at any time and for any reason and the dealership retains a similar right.

I hereby acknowledge that I have read and understand each of the above statements. This application is the exclusive, final, and complete agreement between me and the dealership regarding the length of my employment and the termination thereof.

Signature of Applicant:

Date: