

# SOUTHERN CALIFORNIA FLEET SERVICES, INC.

## Employment Application

An Equal Opportunity Employer

Please complete all questions on this application as thoroughly as possible.  
If your background does not contain the information requested, write 'none'.  
Please print in black ink.

Salary Desired \_\_\_\_\_

### Personal Data

Name on Social Security Card: Last, First, M.I.				Social Security No.			
Current Address: Number, Street		City	State	Zip Code	Years at Address		
Previous Address: Number, Street		City	State	Zip Code	Years at Address		
Home Phone No.	Cell Phone No.	Current Work Phone No. (Calls will be confidential)			Position Applying For		
Can you produce evidence of the right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have reliable transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you willing to relocate? If yes give geographical preference.				List other names used in school, employed or in military.			
Have you ever worked for SCFS before?		How did you hear of SCFS? (Classified Ad, current/former employee, customer, etc.)					

### Education (Include Junior/Community Colleges, Graduate, Trade or Business Schools)

School Name, City, State	Major/Minor	Credits Earned	Credits Required	Graduate	Degree	Grade Point Average
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No		
College				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No		

### Employment List most recent employer first. Complete this section fully.

Employer Name		Address, Street, City, State, Zip Code					
Supervisor Name/Title		Supervisor Phone No.	Your Job Title			Dates of Employment (Mo./Yr.)	
Beginning		Ending			Reason for Leaving		
Base Salary \$		Base Salary \$					
Bonus/Commission \$ \$		Bonus/Commission \$ \$					
Employer Name		Address, Street, City, State, Zip Code					
Supervisor Name/Title		Supervisor Phone No.	Your Job Title			Dates of Employment (Mo./Yr.)	
Beginning		Ending			Reason for Leaving		
Base Salary \$		Base Salary \$					
Bonus/Commission \$		Bonus/Commission \$					

**Employment, Continued**

Employer Name		Address, Street, City, State, Zip Code	
Supervisor Name/Title		Supervisor Phone No.	Your Job Title
		Dates of Employment (Mo./Yr.)	
Beginning		Ending	
Base Salary	\$	Base Salary	\$
Bonus/Commission	\$	Bonus/Commission	\$
			Reason for Leaving

**U.S. Military** *Active duty (Including Reserve or National Guard Service)*

Dates:		Special Skills or Training Acquired in Service	
From	To		
Branch of Service	Rank		

**Clerical Skills** *Complete if applicable to the position for which you are applying.*

<input type="checkbox"/> 10-key calculator	Computer programs in which you have experience:		
<input type="checkbox"/> Other _____	<input type="checkbox"/> Quick Books	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Other _____	<input type="checkbox"/> MS Word		
	<input type="checkbox"/> MS Excel	<input type="checkbox"/> Other _____	

**Foreign Language**

Language	<input type="checkbox"/> Speak	Language	<input type="checkbox"/> Speak	Language	<input type="checkbox"/> Speak
	<input type="checkbox"/> Read		<input type="checkbox"/> Read		<input type="checkbox"/> Read
	<input type="checkbox"/> Write		<input type="checkbox"/> Write		<input type="checkbox"/> Write

**Criminal Background/Record**

Have you ever been convicted of a criminal offense, entered a plea of no contest, had prosecution deferred or adjudication withheld for any crime except minor traffic violations:  Yes  No If yes, please explain all.

Do you currently have charges pending?  No  Yes If yes, please explain all.

A yes answer to these questions will not automatically bar you from employment with our company. All relevant circumstances and facts concerning the criminal record/pending charges will be considered in relation to the position for which you are applying.

**Business References** *Please provide three business references*

Name	Occupation	Address	Phone No.

\_\_\_\_\_  
Initials *I hereby authorize SCFS, Inc dba Fleet-Line to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.*

**It is understood that making false statements or omitting pertinent facts on this application is sufficient cause for rejection of this application or dismissal from employment.**

I understand that the issuance of this application does not indicate that there are any positions open and does not in any way obligate Southern California Fleet Services, Inc. If hired, I am willing to abide by all present and future rules and regulations of the Company, and understand that employment can be terminated with or without cause or notice at any time at the option of the Company or me. I also understand that no Company representative (with the exception of any officer, in writing) has the authority to guarantee employment for any specific period of time or to make any agreement contrary to the foregoing. I declare my answers on this application are true.

Applicant's Signature _____	Date _____
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This application will remain active for six months and will be kept on file for a twelve-month period of time.