



Link New Tech, Inc.

8702 Business Court
Converse TX 78109

Phone: (210) 945-3900 Fax: (210) 945-3903

**Instructions & Checklist
Employment Application**

- Employment Application.
- Resume *(if applicable)*
- W-4
- Employment Eligibility Verification
(with 2 forms of acceptable identification documents copied)
- Employment Data Sheet
- Drug Free Work Policy *(must be signed)*
- Acknowledgement of Receipt and Understanding of Handbook *(must be signed)*
- Policy & Receipt of Keyholding *(must be signed)*

APPLICATION MUST BE COMPLETED IN FULL



APPLICATION OF EMPLOYMENT

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

Date: _____

POSITION APPLYING FOR: _____

PERSONAL INFORMATION:

First Name _____ Middle Initial _____ Last Name _____

Current Address:

Street and Apt. # _____ City _____ State _____ Zip Code _____

Permanent Address (if different from above):

Street and Apt. # _____ City _____ State _____ Zip Code _____

Telephone: (____) _____ - _____ E-mail: _____

Social Security #: _____ - _____ - _____ Driver's License #: _____ State: _____

Please List any other names/aliases that you have used: _____

Are you over 18? Yes No If hired, can you furnish proof of age? Yes No

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis: Yes No

If applicable, please list your visa type, visa # and expiration: _____

Have you ever been convicted of a felony? Yes No

If you answered yes, please explain: _____

Have you ever served in the U.S. Military? Yes No

If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____.

Special Honors:

EMPLOYMENT HISTORY:

Present or Most Recent Employer

Employer: _____ Phone: _____

Address: _____ City _____ State _____

Your Position: _____ Salary: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Duties: _____

Present or Most Recent Employer

Employer: _____ Phone: _____

Address: _____ City _____ State _____

Your Position: _____ Salary: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Duties: _____

Present or Most Recent Employer

Employer: _____ Phone: _____

Address: _____ City _____ State _____

Your Position: _____ Salary: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Duties: _____

Present or Most Recent Employer

Employer: _____ Phone: _____

Address: _____ City _____ State _____

Your Position: _____ Salary: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Duties: _____

Present or Most Recent Employer

Employer: _____ Phone: _____

Address: _____ City _____ State _____

Your Position: _____ Salary: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Duties: _____

Have you ever been terminated or asked to resign from any position? Yes No

If yes, please explain:

EDUCATION:

High School

Name and Address

Did you graduate? Yes No Attended from _____ to _____.

GPA: _____

If you did not graduate, did you receive your GED? Yes No

Special honors or awards: _____

Technical or Vocational School

Name and Address

Did you graduate? Yes No

Attended from _____ to _____.

Degree or Certification: _____ Specialty: _____

GPA: _____

Special honors or awards: _____

College or University

Name and Address

Did you graduate? Yes No

Attended from _____ to _____.

Degree: _____ Major: _____

GPA: _____

Special honors or awards: _____

College or University

Name and Address

Did you graduate? Yes No

Attended from _____ to _____.

Degree: _____ Major: _____

GPA: _____

Special honors or awards: _____

Extracurricular Activities:

POSITION INFORMATION:

Position Specifications

Position Applying For: _____

How did you hear about this job? _____

What hours are you willing to work? _____

Would you be able to work weekends? Yes No

Are you willing to travel for the job? Yes No

When would you would you be able to start? _____

Desired salary: _____ per _____

Skills

Please describe any skills you have in the following areas:

Computer:

Languages Spoken (other than English, and please include level of fluency):

Other:

Additional Information:

Please indicate any actual work experience you have in any of the following positions:

- | | | | |
|--|--|---|--|
| Office | Sales/Leasing | Service/Repair | Parts |
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Sales Manager | <input type="checkbox"/> Service Manager | <input type="checkbox"/> Parts Manager |
| <input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Sales Person | <input type="checkbox"/> Service Writer/Advisor | <input type="checkbox"/> Parts Counter |
| <input type="checkbox"/> Accounts Receivable | <input type="checkbox"/> Manufacturing Sales | <input type="checkbox"/> Dispatcher | <input type="checkbox"/> Parts Stocker |
| <input type="checkbox"/> Accounts Payable | <input type="checkbox"/> Advertising Manager | <input type="checkbox"/> Shop Foreman | <input type="checkbox"/> Parts Driver |
| <input type="checkbox"/> Payroll Supervisor | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Mechanic/Technician | <input type="checkbox"/> S & R Front |
| <input type="checkbox"/> Payroll Administrator | | <input type="checkbox"/> Electrician | <input type="checkbox"/> S & R Back |
| <input type="checkbox"/> Warranty Clerk | | <input type="checkbox"/> Helper | |
| <input type="checkbox"/> Data Entry Clerk | | <input type="checkbox"/> Maintenance Supervisor | |
| <input type="checkbox"/> Production Line | | | |

References: Please list persons you are not related to, whom you have known for at least one year.

Name	Address	Phone	Business	Yrs known
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Name	Address	Phone	Business	Yrs known
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Name	Address	Phone	Business	Yrs known
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Applicant's Statement & Agreement:

In the event of my employment to a position with Link New Tech, Inc., I will comply with all rules and regulations of this company. I understand that Link New Tech, Inc. reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination, and a test for the presence of alcohol in my system, performed by a doctor selected by Link New Tech, Inc. Further, I understand that at any time after I am hired, Link New Tech, Inc. may require me to submit to a physical examination and an alcohol test, to the extent permitted by law. I consent to the disclosure of the results of any physical examination and related tests to Link New Tech, Inc. I also understand that I may be required to take other tests such as personality and honesty tests, prior to employment and during my employment. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated. I understand that bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application will have to be completed.

I understand and agree that (in connection with this application and at any time during my employment) Link New Tech, Inc. may require me to sign a consent so that the company may investigate my driving record and my criminal record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, personal references, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I further understand that Link New Tech, Inc. may contact my previous employers and I authorize those employers to disclose to Link New Tech, Inc. all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to Link New Tech, Inc., and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide Link New Tech, Inc. with any pertinent information they may have regarding myself.

I also acknowledge that Link New Tech, Inc. utilizes a system of alternative dispute resolution which involves binding arbitration to resolve all disputes which may arise out of the employment context. Because of the mutual benefits (such as reduced expense and increased efficiency) which private binding arbitration can provide both Link New Tech, Inc. and myself, I and Link New Tech, Inc. both agree that any claim, dispute, and/or controversy that either party may have against one another (including, but not limited to, any claims of discrimination and harassment, whether they be based on the laws set forth by the Texas Workforce Commission, as well as all other applicable state or federal laws or regulations) which would otherwise require or allow resort to any court or other governmental dispute resolution forum between myself and Link New Tech, Inc. (or its owners, directors, officers, managers, employees, agents, and parties affiliated with its employee benefit and health plans) arising from, related to, or having any relationship or connection whatsoever with my seeking employment with, employment by, or other association with Link New Tech, Inc., whether based on tort, contract, statutory, or equitable law, or otherwise, (with the sole exception of claims arising under the National Labor Relations Act which are brought before the National Labor Relations Board, claims for medical and disability benefits under the Texas Workers' Compensation Act, and Employment Development Department claims) shall be submitted to and determined exclusively by binding arbitration. I acknowledge that Link New Tech, Inc.'s business and the nature of my employment in that business affect interstate commerce. I agree that the Federal Arbitration Act, in conformity with the procedures of the Texas General Arbitration Act, shall control the arbitration and this Agreement. However, in addition to requirements imposed by law, any arbitrator herein shall be a retired Texas Superior Court Judge and shall be subject to disqualification on the same grounds as would apply to a judge of such court. To the extent applicable in civil actions in Texas courts, the following shall apply and be observed: all rules of pleading (including the right of demurrer), all rules of evidence, all rights to resolution of the dispute by means of motions for summary judgment, judgment on the pleading, and judgment under Code of Civil Procedure Section 631.8. Resolution of the dispute shall be based solely upon the law governing the claims and defenses pleaded, and the arbitrator may not invoke any basis (including but not limited to, notions of "just cause") other than such controlling law. The arbitrator shall have the immunity of a judicial officer from civil liability when acting in the capacity of an arbitrator, which immunity supplements any other existing immunity. Likewise, all communications during or in connection with the arbitration proceedings are privileged. As reasonably required to allow full use and benefit of this agreement's modifications to the Act's procedures, the arbitrator shall extend the times set by the Act for the giving of notices and setting of hearings. Awards shall include the arbitrator's written reasoned opinion and, at either party's written request within 10 days after issuance of the award, shall be subject to affirmation, reversal or modification, following review of the record and arguments of the parties by a second arbitrator who shall, as far as practicable, proceed according to the law and procedures applicable to appellate review by the Texas Court of Appeal of a civil judgment following court trial. I UNDERSTAND BY AGREEING TO THIS BINDING ARBITRATION PROVISION, BOTH I AND THE COMPANY GIVE UP OUR RIGHTS TO TRIAL BY JURY.

I further understand and voluntarily agree that this alternative dispute resolution program shall also cover claims of discrimination or harassment under Title VII of the Civil Rights Act of 1964, as amended. By marking the box to the right, I elect to give up the benefits of arbitrating such Title VII claims only.

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed.

If hired, I agree as follows: My employment and compensation are terminable at-will, are for no definite period, and my employment and compensation may be terminated by Link New Tech, Inc. at any time and for any reason whatsoever, with or without good cause at the option of either Link New Tech, Inc. or myself. Consequently, all terms and conditions of my employment, with the exception of the arbitration agreement, may be changed or withdrawn at Link New Tech, Inc.'s unrestricted option at any time, with or without good cause. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the president of Link New Tech, Inc. No supervisor or representative of the Link New Tech, Inc., other than the President has any authority to make any agreements contrary to the foregoing. This agreement is the entire agreement between Link New Tech, Inc. and the employee regarding the rights of Link New Tech, Inc. or employee to terminate employment with or without good cause and this agreement takes the place of all prior and contemporaneous agreements, representations, and understandings of the employee and Link New Tech, Inc.

Should any term or provision, or portion thereof, be declared void or unenforceable it shall be severed and the remainder of this agreement shall be enforced.

If you have any questions regarding this statement, please ask a company representative before signing.

This application will be considered active for thirty (30) days. If you wish to be considered for employment after that time, you must reapply. Please read and sign below.

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

I hereby acknowledge that I have read the above statements and understand the same.

Signature: _____ **Date** _____