

# MCCARTHY TIRE SERVICE EMPLOYMENT APPLICATION



Family Owned Since 1926

340 Kidder Street, Wilkes Barre, PA 18702  
1-800-724-3506 | careers@McCarthyTire.com  
McCarthyTire.com

## PLEASE PRINT CLEARLY

Please inform the receptionist or HR representative if you require any accommodation(s) during any or all parts of the application/pre-employment process.

McCarthy Tire Service is an equal opportunity employer. Federal and state laws prohibit discrimination in employment practices because of race, color, ethnicity, religious creed, age, sex, national origin, or disability. No question on this application is asked for the purpose of limiting or excluding any applicant considered for employment because of race, color, ethnicity, religious creed, age, sex, national origin, disability, or other lawfully protected trait.

Please be truthful and thorough when completing the application. Even after hire, the information you provide here and during the pre-employment process will be relied on by the company for various purposes. Likewise, if you include your resume, make sure that you have provided all requested information, including your employment, education, salary history, and references, and that your resume is true, complete, and accurate. We attempt to classify your application according to qualification. Therefore, we may consider you for positions other than that (those) for which you originally applied.

## APPLICANT INFORMATION



**FULL NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Last Name First Name M.I.

**ADDRESS** \_\_\_\_\_  
Street Address Apartment/Unit #  
\_\_\_\_\_  
City State Zip

**PHONE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**DATE AVAILABLE** \_\_\_\_\_ **SOCIAL SECURITY NO.** \_\_\_\_\_

**POSITION APPLIED FOR** \_\_\_\_\_

**DESIRED LOCATION** \_\_\_\_\_ **PAY EXPECTED** \_\_\_\_\_

### HOW DID YOU LEARN OF THIS POSITION?

Friend/Relative  Employee  McCarthy Tire Service  McCarthy Tire Service Website  Online  Job Center  
 Walk-In  Trade Show  Newspaper  Radio  Television  Other: \_\_\_\_\_

**TYPE OF EMPLOYMENT DESIRED:**  Full Time  Part Time **SHIFT:**  1<sup>ST</sup>  2<sup>ND</sup>  3<sup>RD</sup>

**ARE YOU WILLING TO WORK WEEKENDS?**  Yes  No **ARE YOU AUTHORIZED TO WORK IN THE U.S.?**  Yes  No

**ARE YOU 18 YEARS OF AGE OR OLDER?**  Yes  No If not, do you have working papers?  Yes  No

**HAVE YOU EVER WORKED FOR THIS COMPANY?**  Yes  No If yes, dates employed: \_\_\_\_\_

**CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING WITH OR WITHOUT REASONABLE ACCOMMODATIONS?**  Yes  No

## APPLICANT EDUCATION



HIGH SCHOOL \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
CITY, STATE \_\_\_\_\_ DID YOU GRADUATE?  Yes  No

COLLEGE/TRADE SCHOOL \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
CITY, STATE \_\_\_\_\_ DID YOU GRADUATE?  Yes  No

## PROFESSIONAL LICENSE + CERTIFICATION



STATE INSPECTIONS & EMISSIONS \_\_\_\_\_ TWIC \_\_\_\_\_ CDL B \_\_\_\_\_ CDL A \_\_\_\_\_ OTHER \_\_\_\_\_  
TYPE \_\_\_\_\_ ORGANIZATION \_\_\_\_\_ STATE ISSUED \_\_\_\_\_ NUMBER \_\_\_\_\_ EXPIRATION \_\_\_\_\_  
TYPE \_\_\_\_\_ ORGANIZATION \_\_\_\_\_ STATE ISSUED \_\_\_\_\_ NUMBER \_\_\_\_\_ EXPIRATION \_\_\_\_\_

## APPLICANT REFERENCES



Please list three professional references.

1 NAME \_\_\_\_\_ COMPANY \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

2 NAME \_\_\_\_\_ COMPANY \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

3 NAME \_\_\_\_\_ COMPANY \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

## PREVIOUS EMPLOYMENT



1 COMPANY \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
JOB TITLE \_\_\_\_\_ ENDING SALARY \_\_\_\_\_  
FROM \_\_\_\_\_ TO \_\_\_\_\_ RESPONSIBILITIES \_\_\_\_\_

MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE?  Yes  No

2 COMPANY \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
JOB TITLE \_\_\_\_\_ ENDING SALARY \_\_\_\_\_  
FROM \_\_\_\_\_ TO \_\_\_\_\_ RESPONSIBILITIES \_\_\_\_\_

MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE?  Yes  No

### PREVIOUS EMPLOYMENT



**3** COMPANY \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
 JOB TITLE \_\_\_\_\_ ENDING SALARY \_\_\_\_\_  
 FROM \_\_\_\_\_ TO \_\_\_\_\_ RESPONSIBILITIES \_\_\_\_\_

MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE?  Yes  No

### DRIVER'S LICENSE



All job offers for positions requiring the operation of a company vehicle will be contingent upon confirmation of a valid driver's license and driver's background check. If you are applying for any position that may require you to drive a vehicle for company business, answer the questions below:

DO YOU POSSESS A VALID DRIVER'S LICENSE?  Yes  No      DO YOU PRESENTLY HAVE AUTO INSURANCE?  Yes  No

I hereby authorize McCarthy Tire Service to request, require, and examine a copy of my current motor vehicle record, and I expressly release and hold harmless any party providing such information requested by McCarthy Tire Service.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### APPLICANT RELEASE



Please read each statement and initial to signify your acceptance.

I understand that any offer of employment by McCarthy Tire Service is contingent upon screening of my work, school, criminal record, and personal references. Criminal records may be verified by the State Police or FBI. Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offense, type of offense, remoteness of the offense in time, and rehabilitation will be taken into account in determining effect on suitability for employment.

\_\_\_\_\_ I understand that in accepting this application, McCarthy Tire Service is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Nor does McCarthy Tire Service's receipt of this application imply employment.

\_\_\_\_\_ I understand that McCarthy Tire Service does not guarantee employment for any specific length of time, regardless of quality of work. Therefore, I agree, if hired, my employment may be terminated by McCarthy Tire Service or me at any time, with or without notice or cause. I also understand that no representative, other than McCarthy Tire Service's president, is authorized to agree to employ me for any definite or specific period of time and that the president may do so only in writing, which is signed by him or her. If statements to the contrary have been made to me, in connection with my application for employment, those statements are incorrect and not binding to McCarthy Tire Service.

\_\_\_\_\_ I certify that I have fully, honestly, and accurately completed the application in its entirety. All statements made by me on this application are true, correct, and complete to the best of my knowledge. I have not withheld anything whatsoever that would, if disclosed, affect this application unfavorably. I fully understand that any misrepresentation or omission in any part of this application or in any subsequent written documents that I am required to provide or complete in the course of employment with McCarthy Tire Service may result in cancellation of this application and, if I am already employed, may result in termination of my employment at McCarthy Tire Service.

\_\_\_\_\_ I hereby release McCarthy Tire Service from any liability in making any inquiries or requests to verify the information contained in this application, and/or my suitability for employment and further release McCarthy Tire Service for relying on any information received.



Please read each statement and initial to signify your acceptance.

\_\_\_\_\_ I understand that any offer of employment is conditioned on the completion of pre-employment tests, including drug testing, and possibly a physical exam. If at any time I would like to review the Drug Free Workplace Policy, I may do so by contacting the Human Resource Department. I understand that a satisfactory drug test is a condition of employment with McCarthy Tire Service.

\_\_\_\_\_ In consideration of employment, I agree that if I accept employment with McCarthy Tire Service, I will, as a pre-condition of such employment, produce authentic documents as required by establishing my identity and work authorization.

I hereby acknowledge that I have read the above statements and fully understand the terms thereof.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DRUG SCREEN AUTHORIZATION CONSENT**



**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT** \_\_\_\_\_

**HUMAN RESOURCES** \_\_\_\_\_ **DATE** \_\_\_\_\_



**Family Owned Since 1926**



**CORPORATE HEADQUARTERS**

340 Kidder Street, Wilkes Barre, PA 18702

P: 800-724-3506 • F: 570-208-3929

careers@McCarthyTire.com

McCarthyTire.com