

Houston Automotive Group, Inc.

10555 FM 1960 West

Houston, Texas 77070

Employment Application

APPLICANT INFORMATION		
Name (Last, First, MI)		Date:
Street Address	City	State Zip
Area Code / Telephone	Alternate Phone (if any)	
Are you under age 18? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES", can you provide proof of your eligibility to work? YES <input type="checkbox"/> NO	Are you currently authorized to work in the United States? <input type="checkbox"/> YES NO. (Proof of eligibility will be required if hired.)	
Social Security Number	How were you referred here? (Employee, advertisement..)	
Position applying for:	Wage desired:	Employment desired: <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY
Date you can start:	Are you employed now?	May we contact your present employer?

EDUCATION AND TRAINING				
Type of School	Name of School	Location (Complete mailing address)	Number of Years Completed	Major & Degree
High School				
College				
Bus. Or Trade School				
Professional School				

Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	Offense	Disposition
If yes, how recently, sentence(s) imposed type(s) of rehabilitation:		
I authorize the holder of this release to secure a current copy of my criminal record. Signature: _____ Date: _____.		
Do you have a valid Driver's License? Yes <input type="checkbox"/> No	Driver's license number	State of issue
<input type="checkbox"/> Operator <input type="checkbox"/> Commercial	Expiration date:	Means of transportation to work?
How many accidents have you had during the past three years?	How many moving violations during the past three years?	
Have you ever been in the armed forces?	Are you now a member of the national guard?	
Specialty _____	Date Entered _____	Discharge Date _____.

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JOB RELATED SKILLS AND EXPERIENCE

List job related skills and experience in an area such as welding, hydraulics, electrical, electronics, computer hardware, software, office equipment, etc...

Occupational licenses, registration, certificates (Include Commercial Driver's License):

License /Cert Issued by	Field/Trade/Specialization	License / Cert No	Issue Date	Expiration Date

WORK / EMPLOYMENT HISTORY

Please list the past seven years beginning with your most recent job held. Attach additional sheets if necessary.

Job Title:	Employer (include address and phone number):	Employment Dates From: To:
Pay or salary: Start: Final:	Reason for leaving (be specific):	
Skills / duties held / advancements or promotions while you worked at this company:		
Job Title:	Employer (include address and phone number):	Employment Dates From: To:
Pay or salary: Start: Final:	Reason for leaving (be specific):	
Skills / duties held / advancements or promotions while you worked at this company:		
Job Title:	Employer (include address and phone number):	Employment Dates From: To:
Pay or salary: Start: Final:	Reason for leaving (be specific):	
Skills / duties held / advancements or promotions while you worked at this company:		
Job Title:	Employer (include address and phone number):	Employment Dates From: To:
Pay or salary: Start: Final:	Reason for leaving (be specific):	
Skills / duties held / advancements or promotions while you worked at this company:		

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REFERENCES

Name	Address	Phone	Business	Years acquainted

OFFICE POSITIONS ONLY

Typing Yes No _____ WPM 10-Key Yes No

Personal Computer Yes No Word Processing Yes No

Other: _____ Skills: _____

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience and any other activities you believe relevant.

PHYSICAL RECORD

Do you have any physical limitations that preclude you from performing any work for which you are being considered?
_____ Yes _____ No

If yes, what can be done to accommodate your limitations?

Please describe:

Did you complete this application yourself: _____ YES _____ NO If not, who did? _____

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PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

As indication that you have read and understood each sentence, please write your initials in the spaces provided below.

In exchange for the consideration of my job application by Houston Automotive Group, (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment,____ or to confer any right to remain an employee Houston Automotive Group, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned,____ and that relationship cannot be altered except by a written instrument signed by the Owner/Managing Member of the Company.____ Both the undersigned and Houston Automotive Group may end the employment relationship at any time, without specified notice or reason.____ If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits._____

I authorize investigation of all statements contained in this application.____ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice.____ I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact._____

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living.____ Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act._____

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party._____

Signature of applicant _____ Date: _____

Houston Automotive Group is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Houston Automotive Group depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

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Interviewer Confidentiality Agreement

This Agreement made as of the ____ day of _____, 20 __, between Houston Automotive Group and _____ (the "Interviewer").

1. **Confidential Information.** Houston Automotive Group proposes to disclose certain of its confidential and proprietary information (the "Confidential Information") to Interviewer. Confidential Information shall include all data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, business plans, financial information and other information disclosed or submitted, orally, in writing, or by any other media, to Interviewer by Houston Automotive Group. Confidential Information disclosed orally shall be identified as such within ten (10) days of disclosure. Nothing herein shall require Houston Automotive Group to disclose any of its information.

2. **Interviewer's Obligations.** Interviewer agrees that the Confidential Information is to be considered confidential and proprietary to Houston Automotive Group and Interviewer shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with Houston Automotive Group, and shall disclose it only to its officers, directors, or employees with a specific need to know. Interviewer will not disclose, publish or otherwise reveal any of the Confidential Information received from Houston Automotive Group to any other party whatsoever except with the specific prior written authorization of Houston Automotive Group.

Confidential Information furnished in tangible form shall not be duplicated by Interviewer except for purposes of this Agreement. Upon the request of Houston Automotive Group, Interviewer shall return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within five (5) days of such request.

3. **Term.** The obligations of Interviewer herein shall be effective from the date Houston Automotive Group last discloses any Confidential Information to Interviewer pursuant to this Agreement. Further, the obligation not to disclose shall not be affected by bankruptcy, receivership, assignment, attachment or seizure procedures, whether initiated by or against Interviewer, nor by the rejection of any agreement between Houston Automotive Group and Interviewer, by a trustee of Interviewer in bankruptcy, or by the Interviewer as a debtor-in-possession or the equivalent of any of the foregoing under local law.

4. **Other Information.** Interviewer shall have no obligation under this Agreement with respect to Confidential Information which is or becomes publicly available without breach of this Agreement by Interviewer; is rightfully received by Interviewer without obligations of confidentiality; or is developed by Interviewer without breach of this Agreement; provided, however, such Confidential Information shall not be disclosed until thirty (30) days after written notice of intent to disclose is given to Houston Automotive Group along with the asserted grounds for disclosure.

5. **No License.** Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any Confidential Information. It is understood and agreed that neither party solicits any change in the organization, business practice, service or products of the other party and that the disclosure of Confidential Information shall not be construed as evidencing any intent by a party to purchase any products or services of the other party nor as an encouragement to expend funds in development or research efforts. Confidential Information may pertain to prospective or unannounced products. Interviewer agrees not to use any Confidential Information as a basis upon which to develop or have a third party develop a competing or similar product.

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6. No Publicity. Interviewer agrees not to disclose its participation in this undertaking, the existence or terms and conditions of the Agreement, or the fact that discussions are being held with Houston Automotive Group.
7. Governing Law & Equitable Relief. This Agreement shall be governed and construed in accordance with the laws of the United States and the State of _____ and Interviewer consents to the exclusive jurisdiction of the state courts and U.S. federal courts located there for any dispute arising out of this Agreement. Interviewer agrees that in the event of any breach or threatened breach by Interviewer, Houston Automotive Group may obtain, in addition to any other legal remedies which may be available, such equitable relief as may be necessary to protect Houston Automotive Group against any such breach or threatened breach.
8. Final Agreement. This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. Only a further writing that is duly executed by both parties may modify this Agreement.
9. Non-Assignment. Interviewer may not assign this Agreement or any interest herein without Houston Automotive Group's express prior written consent.
10. Severability. If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.
11. No Implied Waiver. Either party's failure to insist in any one or more instances upon strict performance by the other party of any of the terms of this Agreement shall not be construed as a waiver of any continuing or subsequent failure to perform or delay in performance of any term hereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Name: _____

Firm: _____

Title: _____

Name _____

Firm: _____

Title: _____

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MOTOR VEHICLE RECORD AUTHORIZATION

I authorize the holder of this release to secure a current copy of my driving record. I further authorize the holder to use a photocopy or fax copy of this release to request and/or secure a copy of my MVR.

Name (Print) _____

Driver's License Number _____

Date of Birth _____

Signature _____ Date _____