

Personal Data

Date: _____

Name: _____

Home Phone Number: _____ Alternate Phone Number: _____

Email: _____

Mailing Address: _____
(Street address)

(City) (State) (Zip code)

Part Time 0 - 40 hrs Full Time 47.5 hrs

Position Applying For: _____

Salary Desired: _____

Date Available: _____

Please list the times you are available to work below.

	M	T	W	TH	F	S
Begin Time:						
End Time:						

Background Information

Do you have the legal right to work in the United States? Yes No

(Ability to legally work in the United States will be verified upon hire or rehire.)

Are you at least 16 years of age? Yes No Are you at least 18 years of age? Yes No

If less than 18 years of age, do you have a work permit? Yes No

Have you ever worked for San Diego Tire & Wheel before? Yes No If yes, what position and location? _____

Have you ever applied at San Diego Tire & Wheel before? Yes No If yes, what position and location? _____

Have you ever been convicted of a felony crime? Yes No

If yes, please explain: _____ Date(s) and Place(s) of conviction: _____

Do not list arrests that did not result in conviction; convictions for which the record has been judicially ordered seals, expunged or statutorily eradicated; misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been dismissed; any arrest for which a pretrial diversion program has been completed; or any marijuana conviction more than two years old. A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. Factors such as age at time of the offense, type of offense and relevance to the job for which you are applying, seriousness and nature of the offense and rehabilitation will be taken into account.

Have you ever been discharged or asked to resign from any employment? Yes No If yes, please explain: _____

If the position you are applying for will require you to drive for the Company, do you have a valid driver's license? Yes No

Do you have valid auto insurance? Yes No

Are you willing to relocate? Yes No Comments: _____

Do you have any friends or relatives who have worked or are working at San Diego Tire & Wheel? Yes No

if yes, list name(s): _____

Essential Job Functions Based on the job description for the position you are applying for:

a) Are you able to perform the essential job functions? Yes No

b) Would you need any accommodations to perform the essential job functions (Such as special equipment or changes in facilities or job procedures)? Yes No

If yes, please briefly describe how you would perform the essential job functions and with what type of accommodation(s): _____

How Were You Referred to Us?

- Walk-in Applicant Internet Job Posting (Website Name) _____
 Website Employee Referral (Employee Name) _____
 Other (Please Specify) _____

Attendance and Punctuality

Consistent attendance and punctuality are essential requirements of every job with San Diego Tire & Wheel. Is there anything that would interfere with your regular attendance and punctuality if you were offered a job with this Company? Yes No

If yes, please explain: _____

Education

Did you graduate from high school? Yes No G.E.D. What is the highest elementary, high school or college grade you have completed? _____

	School Name	Location (city and state)	Major course or subject	Graduated	Degree
Junior College:				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trade School:				Yes <input type="checkbox"/> No <input type="checkbox"/>	
University:				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other:				Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please list any job-related skills, equipment experience or qualifications acquired from employment or other experiences to be considered in evaluating your qualifications.

Employment History

Please list your employment history for the past seven years using additional paper if necessary. Begin by listing your most recent position. Additionally, explain any periods of unemployment longer than one month. Please complete the entire employment history section even if attaching a resume.

1

Name of Present or Last Employer: _____ Type of Business: _____ Supervisor's Name and Title: _____

Street Address, City, State and Zip Code: _____ Supervisor's Phone Number: _____

Job Title: _____ Start Date: _____ Final Date: _____

Job Description and Responsibilities: _____
 See attached resume

Explain reasons/circumstances for changing or wanting to change jobs. _____

May we contact this employer? Yes No If "no" may we contact them upon your acceptance of our employment offer? Yes No

2

Name of Employer: _____ Type of Business: _____ Supervisor's Name and Title: _____

Street Address, City, State and Zip Code: _____ Supervisor's Phone Number: _____

Job Title: _____ Start Date: _____ Final Date: _____

Job Description and Responsibilities: _____
 See attached resume

Explain reasons/circumstances for changing jobs. _____

May we contact this employer? Yes No If "no" may we contact them upon your acceptance of our employment offer? Yes No

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Name of Employer: _____ Type of Business: _____ Supervisor's Name and Title: _____

Street Address, City, State and Zip Code: _____ Supervisor's Phone Number: _____

Job Title: _____ Start Date: _____ Final Date: _____

Job Description and Responsibilities: _____
 See attached resume

Explain reasons/circumstances for changing jobs. _____

May we contact this employer? Yes No If "no" may we contact them upon your acceptance of our employment offer? Yes No

Explanation of unemployment longer than one month in your employment history: _____

References

Please list three person's best qualified to comment on your related experience and/or education. Please do not include relatives.

	Name	Title/Relationship	Mailing Address or Email Address	Daytime Telephone	Years known
1.					
2.					
3.					

By signing this application for employment, I certify that I have read and understand all parts of it and certify that I have truthfully and completely answered all questions. I understand that falsification or omission of material information given herein or in any other employment-related form or context is grounds for immediate termination, regardless of when such falsification may be discovered. I understand that nothing in this application is intended to imply or create an employment contract. I authorize San Diego Tire & Wheel and its representatives to investigate my education, employment, experience, felony conviction records and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. Further, I understand that employment will be contingent upon successfully passing a pre-employment drug-screening test. I understand and agree that if I am offered employment by San Diego Tire & Wheel it will be on an at-will basis. This means either San Diego Tire & Wheel or I may terminate the employment relationship at any time for any reason, with or without cause. This policy of at-will employment may be revised, deleted or superseded only by a written employment agreement signed by the employee in question, the CEO, CAO and the COO that expressly revises, modifies, deletes or supersedes the policy of at-will employment. If accepting employment with San Diego Tire & Wheel, I agree to comply with all company policies, procedures and practices which San Diego Tire & Wheel may revise, modify in whole or in part at any time and with all laws, rules and regulations during my employment with San Diego Tire & Wheel.

Signature

Date

San Diego Tire & Wheel is an equal opportunity employer. All applicants for employment will be considered without regard to race, color, sex, national origin, ancestry, age (over 40), religion, Veteran status, physical or mental disability, as well as any other category protected by federal, state or local laws. **This application will remain active for 30 days.** After that time, application must be renewed by the applicant if he/she wishes to be reconsidered for employment.

SAN DIEGO TIRE AND WHEEL JOB FUNCTIONS

Store Employee Job Description

OPERATION:

Each San Diego Tire And Wheel”) store has a retail show room area with a sales counter and also an area with tires and wheels on display. There is a substantial portion of the building used as a storage area, having floor and mezzanine height tire racks for storage of tires. The equipment area contains equipment for servicing tires, which includes tire changers, Euro-style tire changers, spin balancers, tire spreader, torque wrenches, air guns, soap products for lubrication, compressed air, lug wrenches and rubber ended mallets. Finally, most stores also have enclosed bays for removal and installation of wheels on vehicles. Some stores have these facilities outside of the building.

Tires are lifted to the mezzanine level for storage either manually or by conveyor. Stores are generally open for business Monday through Friday between 8:30 a.m. and 6:00 p.m. and on Saturdays between 8:00 a.m. and 5:30 p.m., with frequent extensions of hours of operation required. Work hours consistently exceed open store hours, with frequent overtime requirements.

JOB FUNCTIONS:

Autos, light trucks or recreational vehicles are raised up with either a hydraulic lift or portable jacks. Hubcaps are removed, lug nuts are loosened, removed and the tires are then removed. Each tire is then lifted onto a tire changer. The tire is deflated and unseated from the rim. The new tire is placed on the rim, then seated and inflated. The inflated tire is picked up off the tire machine and rolled to the spin balancer. It is lifted onto the wheel balancer for spin balancing of the tire and wheel assemble. Weights are added to the rim in a manner identified in the balancing process. The tire is then rolled to the vehicle and replaced on the hub. Torque wrenches are used in the final steps in tightening all the lug nuts after the car is lowered.

Similar functions are required for repairs, with the added step of the repair process. Also, judgments must be made as to the reparability of the tire and the type of repair required.

Cleaning and maintenance of the building, grounds and equipment is a part of the job function.

Loading, unload, stacking and movement of tires, wheels and supplies is also a part of the job function.

JOB REQUIREMENTS (8 Hour Work Day Minimum):

Physical:

8+ hours of standing and walking, involving repeated bending, lifting, stooping, squatting, crouching, kneeling, pushing and pulling.

Weights lifted: 11 to 50 pounds carried frequently, with heavier loads at times. Hands are used repetitively for firm grasping and medium dexterity throughout the shift.

Employees work with and around tire changers, spin balancers, torque wrenches jacks, air compressors and hand tools. Potential physical exposures are noise, vibration, atmosphere and temperature. Chemicals include soap and nuisance dust. Safety glasses are required as a personal protective device. Optional equipment available includes ear plugs and back support braces.

Aptitude/Competence:

Employees must be capable of understanding both written and verbal instructions and possess the ability to learn, as well as have the comprehension needed to read and understand tire labels and numbers. Employees must possess sufficient mechanical abilities to remove and replace wheels, balance wheels and repair tires, as well as operate the machines and tools related to such job activities. The employee must be able to adhere to and follow instructions.

SPECIFIC PHYSICAL REQUIREMENTS

1. **Number of Hours in Full Shift:**

Sit	Part-time 0 hours - Full-time 1 hour
Stand	Part-time 2 hours - Full-time 7 hours
Walk	Part-time 8 hours - Full-time 12 hours

2. **Movements – In Terms of Regular Shift:**

	Not all	All	Up to 33%	Up to 66%	Up to 100%
Bend/Stoop	[]	[]	[]	[]	[]
Squat	[]	[]	[]	[]	[]
Crawl	[]	[]	[]	[]	[]
Climb	[]	[]	[]	[]	[]
Reach above-shoulder level	[]	[]	[]	[]	[]
Crouch	[]	[]	[]	[]	[]
Kneel	[]	[]	[]	[]	[]
Pushing/Pulling	[]	[]	[]	[]	[]
Twist	[]	[]	[]	[]	[]

3. **Weight Carried:**

	Not all	All	Up to 33%	Up to 66%	Up to 100%
Up to 10 lbs.	[]	[]	[]	[]	[]
11 - 25 lbs.	[]	[]	[]	[]	[]
26 - 35 lbs.	[]	[]	[]	[]	[]
36 - 50 lbs.	[]	[]	[]	[]	[]
51 - 74 lbs.	[]	[]	[]	[]	[]
75 - 100 lbs.	[]	[]	[]	[]	[]

4. **Weight Pushed / Pulled:**

	Not all	All	Up to 33%	Up to 66%	Up to 100%
Up to 10 lbs.	[]	[]	[]	[]	[]
11 - 25 lbs.	[]	[]	[]	[]	[]
26 - 35 lbs.	[]	[]	[]	[]	[]
36 - 50 lbs.	[]	[]	[]	[]	[]
51 - 74 lbs.	[]	[]	[]	[]	[]
75 - 100 lbs.	[]	[]	[]	[]	[]

5. **Weight Lifted:**

	Not all	All	Up to 33%	Up to 66%	Up to 100%
Up to 10 lbs.	[]	[]	[]	[]	[]
11 - 25 lbs.	[]	[]	[]	[]	[]
26 - 35 lbs.	[]	[]	[]	[]	[]
36 - 50 lbs.	[]	[]	[]	[]	[]
51 - 74 lbs.	[]	[]	[]	[]	[]
75 - 100 lbs.	[]	[]	[]	[]	[]

6. **Repetitive Leg/Foot Movement used (as in operating foot controls):**

	Yes	No
Right Foot	[]	[]
Left Foot	[]	[]
Both Feet	[]	[]

7. **Hands Used for Repetitive Action Such As:**

	Right Hand	Left Hand
Simple Grasping (includes writing)	[]	[]
Firm Grasping	[]	[]
Fine Manipulating	[]	[]

8. **Sensory Requirements; Speech, Vision, Touch and Hearing:**

ENVIRONMENTAL FACTORS:

1. Time spent inside: 50% Outside: 50%
2. Temperature: Cold in winter; warm, hot in summer
3. Humidity: Dry and humid
4. Atmospheric conditions present: Fumes, odors, dusts, mists and gases
5. Hazards: Mechanical and Pneumatic machinery and tools, physical (noise), chemical (solvents, oil and dusts)
6. Requires safety glasses as a personal protective device.
7. Optional equipment available includes ear plugs and back support braces.