

Name

Date

Smoker? Y/N

# J4 Automotive Inc. Employment Application – Automotive Technician



**Please Print Clearly**

Referral Source:  Advertisement  Employee  Relative  Employment Agency  Walk-In  Other

Name \_\_\_\_\_  
(First) (Middle) (Last)

Phone# \_\_\_\_\_ Cell# \_\_\_\_\_

Present Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

How long at present address? \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you have a valid Drivers License? \_\_\_\_\_ State & # \_\_\_\_\_

Do you have any motor vehicle moving violations on your driving record? \_\_\_\_\_

Type of employment desired – (circle one) Full Time Part Time Seasonal Temporary

Position Desired \_\_\_\_\_ Salary desired \_\_\_\_\_

Date you can start \_\_\_\_\_ Are you presently employed? \_\_\_\_\_ If not, for how long? \_\_\_\_\_

May we contact your present employer for reference? \_\_\_\_\_

Why should we hire you over the other applicants that are similarly qualified? \_\_\_\_\_

List any experience or skills that would help you in the position applied for: \_\_\_\_\_

Please give a brief description of why you are the best candidate for the job: \_\_\_\_\_

Please give me 5 words that best describe you: 1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

Tell me about your goals for the next year:

The next five years:

What frustrates you the most on the job?

**Employment History**

List your last three (3) employers, assignments or volunteer activities, **starting with the most recent, including military experience**. Explain any gaps in employment in comments section below.

Employer	Phone ( ) _____	Dates Employed From      To		Summarize the nature of the work performed and job responsibilities
Address				
Job Title		Hourly Rate/Salary <b>Starting</b>		
Supervisor		\$	Per	
Reason for Leaving		Hourly Rate/Salary <b>Final</b>		
		\$	Per	
May we contact for references?    Yes      No      Later				

If you could have changed anything at this job, what would that have been?

Employer	Phone ( ) _____	Dates Employed From      To		Summarize the nature of the work performed and job responsibilities
Address				
Job Title		Hourly Rate/Salary <b>Starting</b>		
Supervisor		\$	Per	
Reason for Leaving		Hourly Rate/Salary <b>Final</b>		
		\$	Per	
May we contact for references?    Yes      No      Later				

If you could have changed anything at this job, what would that have been?

**Employment History - Continued**

Employer	Phone (    )	Dates Employed From      To	Summarize the nature of the work performed and job responsibilities
Address			
Job Title		Hourly Rate/Salary <b>Starting</b>	
Supervisor		\$      Per	
Reason for Leaving		Hourly Rate/Salary <b>Final</b>	
May we contact for references?    Yes      No      Later		\$      Per	

If you could have changed anything at this job, what would that have been?

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What do you believe these employers would say if I called them?

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Which of your jobs did you like best?

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Why?

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Which of your jobs did you like least?

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Why?

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**References**

Please List the name and phone number of several technicians who you would consider to be your peers that we can call.

Name – Company worked for	Phone #	Years Known

Did you graduate from high school? Yes/No

Or did you earn a GED? Yes/No

When? \_\_\_\_\_

List any automotive technology related classes you took during High School and include a copy of your transcripts:

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List any post-secondary education and degrees received and include a copy of your transcripts:

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How long have you been a Technician? \_\_\_\_\_ Are you certified and by whom? \_\_\_\_\_

Please list your ASE certificates and when they were obtained \_\_\_\_\_

What technical courses/training or seminars in the last 12 months? \_\_\_\_\_

Roughly, how much money do you have invested in tools? \$ \_\_\_\_\_ are they insured? (y) (n)

Have you ever been in the United States Armed Forces? \_\_\_\_\_ Type of discharge \_\_\_\_\_

List enlistment date \_\_\_\_\_ and discharge date \_\_\_\_\_ List occupational specialty \_\_\_\_\_

Please rate yourself on a scale of 1-10, 10 being high on the following;

Air conditioning ( \_\_\_ ) Brake & Front End ( \_\_\_ ) Computer systems ( \_\_\_ ) Driveability Problems ( \_ ) Emission controls ( \_\_\_ )

### Prospective Technicians Q & A

What does an E.G.R. valve do? Why is it necessary on today's vehicles?

Explain the Function of a TRAC/stability control and ABS control system on modern vehicles; describe what they do, and what components make up that system.

What is an OBD readiness monitor?

What does the EVAP system do and how can you test for a problem with that system?

Which of the following can cause a cranks but no start condition on a fuel injected engine? (May be more than 1 correct answer)

- |                  |                  |               |
|------------------|------------------|---------------|
| 1. Spark Plugs   | 4. Timing belt   | 7. MAF Sensor |
| 2. Ignition Coil | 5. Starter Motor | 8. EGR Valve  |
| 3. Fuel Pump     | 6. Oxygen Sensor | 9. CKP Sensor |

What is voltage drop? Explain how to test for it.

A car comes into the shop and has a p0301 code. Circle all the possible causes.

- |                  |                  |               |
|------------------|------------------|---------------|
| 1. Spark Plug    | 4. Timing Belt   | 7. MAF Sensor |
| 2. Ignition Coil | 5. Starter Motor | 8. EGR Valve  |
| 3. Fuel Pump     | 6. Oxygen Sensor | 9. CMP Sensor |

What is the most likely cause of a p0440 code?

A car is towed in for a no start. Technician A checks it out and says it cranks ok but will not start. What should be the first 3 things checked to narrow down the possible causes of the no start condition?

## Release and Authorization Statement

In connection with this request, I authorize all corporations, companies, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts, military services, and persons to release information they may have about me to the person or company with which this form has been filed and release all parties involved from any liability and responsibility for doing so.

I also authorize the procurement of an investigative consumer report and understand that it may contain information about my background, mode of living, character and personal reputation. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested. Further information may be available on written request within a reasonable period of time.

Applicants Signature

Print Name

Date

The facts set forth above in my application are true and complete. I understand that if employed, false statements on this application will be considered sufficient cause for dismissal. I hereby authorize J4 Automotive Inc. or agents to make an investigation of my employment and personal history through any investigative or credit agencies of his choice.

I also understand that neither this application nor a commitment of employment by J4 Automotive Inc. constitutes a contract of employment. If a contract is to exist, that document will be executed in writing by J4 Automotive Inc. I understand that this application for employment is valid for no more than 60 days. After that, I must resubmit an application in order to be considered for positions with J4 Automotive Inc.

Applicant Signature

Date

**Return Completed application to:**

J4 Automotive, Attn: Kit Johnson  
PO Box 1648, #3 South Lane Avenue  
East Helena, MT 59635  
Fax 406-227-5596  
Email: [kit@j4automotive.com](mailto:kit@j4automotive.com)

DO NOT WRITE BELOW THIS LINE

Interviewed by

Date

Neatness

Personality

Ability

Remarks

Hired

Position

Starting date

Salary/Wages

Approved by