

APPLICATION FOR EMPLOYMENT



CORPORATE OFFICE 3955 ROOSEVELT RD, ST. CLOUD, MN 56301 **SERVICE CENTERS** 4021 ROOSEVELT RD, ST. CLOUD, MN 56301 • 535 S HWY 10, ST. CLOUD, MN 56304 • 63 10TH AVE S, WAITE PARK, MN 56387 • 1910 NE BROADWAY, MINNEAPOLIS, MN 55413 • 615 WASHINGTON ST, BRAINERD, MN 56401 • 1695 UNIVERSITY AVE, ST. PAUL, MN 55104 • 1020 TOWN RD, MONTEVIDEO, MN 56265 • 1740 E COLLEGE DR, MARSHALL, MN 56258 • 1280 CEDAR ST, MONTICELLO, MN 55362 • 1960 COLLEGE WAY, FERGUS FALLS, MN 56537 • 1910A 4TH AVE E, HIBBING, MN 55746 • 619 6TH AVE, VIRGINIA, MN 55792 • 1315 MARAS ST, SHAKOPEEMN 55379 • 1604 WESTRIDGE ROAD, NEW ULM, MN 55379 • 5303 GATEWAY DRIVE, GRAND FORKS, ND 58203 • 6850 SHINGLE CREEK PARKWAY, BROOKLYN CENTER, MN 55430



THIS APPLICATION IS A DOOR TO A FUTURE CAREER WITH THE BEST TIRE COMPANY IN THE UPPER MIDWEST. OUR VISION IS TO "REVOLUTIONIZE ROYAL TIRE TO BECOME THE MARKET LEADER AND BEST IN CLASS EMPLOYER." OUR CORE VALUES ARE: INTEGRITY/HONESTY, WIN/WIN RELATIONSHIPS, ACCOUNTABILITY, AND CUSTOMER SERVICE/RESPONSIVENESS. REGARDLESS OF YOUR CAREER CHOICE – TECHNICAL/SERVICE, ADMINISTRATIVE, SALES OR MANAGEMENT, AT ANY OF OUR MANY LOCATIONS – IF YOU CANNOT DEDICATE YOURSELF TO QUALITY AND CUSTOMER SERVICE AND HELP ACCOMPLISH OUR VISION WHILE EMBRACING OUR CORE VALUES, PERHAPS YOU SHOULD NOT CONTINUE THE APPLICATION PROCESS. IF YOU CAN, COME JOIN OUR TEAM!

EMPLOYMENT INTERESTS

DATE: _____ *

*APPLICATIONS WILL EXPIRE 90 DAYS FROM THIS DATE

POSITION APPLYING FOR(CHECK ALL THAT APPLY):

TECHNICAL	SALES	DISTRIBUTION/MFG	ADMINISTRATIVE
<input type="checkbox"/> AUTO <input type="checkbox"/> TRUCK <input type="checkbox"/> ALIGNMENT <input type="checkbox"/> OIL/LUBE <input type="checkbox"/> SERVICE <input type="checkbox"/> TIRE <input type="checkbox"/> OTHER _____	<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RETAIL <input type="checkbox"/> WHOLESALE <input type="checkbox"/> OTHER _____	<input type="checkbox"/> RETREAD <input type="checkbox"/> RIM/WHEEL SHOP <input type="checkbox"/> ROUTE DRIVER <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> OTHER _____	<input type="checkbox"/> ASSISTANT/AIDE <input type="checkbox"/> ACCTS PAYABLE/RECEIVABLE <input type="checkbox"/> INVENTORY <input type="checkbox"/> COLLECTIONS/CREDIT <input type="checkbox"/> IT SUPPORT <input type="checkbox"/> OTHER _____

TYPE(S) OF WORK AVAILABLE FOR: FULL-TIME PART-TIME TEMPORARY

DATE AVAILABLE TO START: _____ HOURS AVAILABLE FOR: DAYS EVENINGS

DO YOU HAVE ANY OBJECTIONS TO WORKING OVERTIME? YES NO

WHAT IS YOUR SALARY/HOURLY WAGE REQUIREMENT? \$ _____ PER _____

PERSONAL INFORMATION

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____
STREET

CITY STATE ZIPCODE

HOME PHONE NUMBER: _____ CELL PHONE NUMBER: _____

HAVE YOU EVER BEEN EMPLOYEED WITH US BEFORE? YES NO IF YES, DATE: _____

IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE REQUIRED PROOF OF YOUR ELIGIBILITY TO WORK? YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO
 IF YES, PLEASE EXPLAIN: _____

(CONVICTION OF A CRIME DOES NOT NECESSARILY EXCLUDE APPLICANT FROM EMPLOYMENT.)

DRIVING INFORMATION

DO YOU HAVE A VALID DRIVER'S LICENSE? YES NO

IF YES, CLASS: B D AIR BRAKE ENDORSEMENT

HAVE YOU HAD ANY MOVING VIOLATIONS IN THE PAST FIVE (5) YEARS? YES NO

IF YES, PLEASE GIVE DATE AND DETAIL OF EACH VIOLATION: _____

DRIVERS LICENSE NUMBER: _____ STATE: _____

EDUCATIONAL HISTORY

	SCHOOL NAME/LOCATION	YEARS COMPLETED	DEGREE/DIPLOMA
HIGH SCHOOL			
COLLEGE			
TECHNICAL TRAINING			
OTHER			

ADDITIONAL KNOWLEDGE/SKILLS

(YOU SHOULD EXCLUDE MEMBERSHIPS THAT WOULD REVEAL SEX, RACE RELIGION, NATIONAL ORIGIN, AGE, ANCESTRY, DISABILITY, OR OTHER PROTECTED CLASS.)

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS, AND EXTRA-CURRICULAR ACTIVITIES.

DESCRIBE SPECIAL JOB-RELATED ACCOMPLISHMENTS AND AWARDS.

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIL ACTIVITIES AND OFFICES HELD.

EMPLOYMENT HISTORY

(STARTING WITH MOST RECENT, LIST YOUR PRESENT AND PAST EMPLOYERS)

EMPLOYER: _____

ADDRESS: _____

PHONE: _____ DATES EMPLOYED: FROM _____ TO _____

POSITION HELD: _____ STARTING SALARY: \$ _____ FINAL SALARY: \$ _____

DUTIES: _____

REASON FOR LEAVING: _____

IMMEDIATE SUPERVISOR/TITLE: _____

MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES NO

EMPLOYER: _____

ADDRESS: _____

PHONE: _____ DATES EMPLOYED: FROM _____ TO _____

POSITION HELD: _____ STARTING SALARY: \$ _____ FINAL SALARY: \$ _____

DUTIES: _____

REASON FOR LEAVING: _____

IMMEDIATE SUPERVISOR/TITLE: _____

MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES NO

EMPLOYER: _____

ADDRESS: _____

PHONE: _____ DATES EMPLOYED: FROM _____ TO _____

POSITION HELD: _____ STARTING SALARY: \$ _____ FINAL SALARY: \$ _____

DUTIES: _____

REASON FOR LEAVING: _____

IMMEDIATE SUPERVISOR/TITLE: _____

MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES NO

REFERENCES

(PLEASE LIST REFERENCES OTHER THAN RELATIVES WHO ARE FAMILIAR WITH YOUR QUALIFICATIONS)

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

PRE-EMPLOYMENT STATEMENT

- I UNDERSTAND THAT IF I HAVE MADE MISREPRESENTATIONS OR OMISSIONS OF FACTS REQUESTED IN THIS APPLICATION, THE APPLICATION WILL NOT BE CONSIDERED, AND IF I HAVE BEEN EMPLOYED, I SHALL BE SUBJECT TO DISMISSAL.
- IF EMPLOYED, I AGREE TO ABIDE BY ALL COMPANY RULES AND REGULATIONS, WHICH ARE NOW IN EFFECT OR MAY BE ESTABLISHED IN THE FUTURE.
- I UNDERSTAND THAT I MAY BE REQUIRED TO PASS A PRE-EMPLOYMENT PHYSICAL TO BE ELIGIBLE FOR EMPLOYMENT AT **ROYAL TIRE, INC.** THIS TEST WILL BE ADMINISTERED IN ACCORDANCE WITH THE GUIDELINES SET FORTH BY THE COMPANY, IN COMPLIANCE WITH STATE AND FEDERAL LAW.
- I UNDERSTAND THAT **ROYAL TIRE, INC.** WILL INITIATE A MOTOR VEHICLE RECORDS CHECK *ONLY* IF THE POSITION(S) FOR WHICH I AM BEING CONSIDERED REQUIRES (OR MAY REQUIRE) ME TO BE COVERED UNDER THE COMPANY'S GENERAL INSURANCE PLAN. FAILURE TO AUTHORIZE **ROYAL TIRE, INC.** TO OBTAIN DRIVING RECORDS MAY MAKE ME INELIGIBLE FOR CONSIDERATION FOR SUCH POSITIONS WITHIN THE ORGANIZATION.

BY SIGNING THIS APPLICATION YOU ARE:

- VOLUNTARILY GIVING **ROYAL TIRE, INC.** THE RIGHT TO MAKE A THOROUGH INVESTIGATION OF YOUR PAST EMPLOYMENT AND ACTIVITIES.
- AUTHORIZING PRESENT AND FORMER EMPLOYERS, AND INDIVIDUALS YOU HAVE LISTED AS PERSONAL REFERENCES, TO FURNISH INFORMATION ABOUT YOUR EMPLOYMENT RECORD, INCLUDING A STATEMENT OF THE REASON FOR THE TERMINATION OF YOUR EMPLOYMENT, WORK PERFORMANCE, ABILITIES, AND OTHER QUALITIES PERTINENT TO YOUR QUALIFICATIONS FOR EMPLOYMENT, HEREBY RELEASING THEM FROM ANY AND ALL LIABILITY FOR DAMAGES ARISING FROM FURNISHING THE REQUESTED INFORMATION.
- AUTHORIZING **ROYAL TIRE, INC.** TO OBTAIN YOUR MVR(MOTOR VEHICLE REPORT) IN CONSIDERATION OF YOUR POTENTIAL EMPLOYMENT WITH THE COMPANY.

SIGNATURE: _____ DATE: _____

YOUR EMPLOYMENT WITH **ROYAL TIRE, INC.** IS "AT WILL". EMPLOYEES HAVE THE RIGHT TO TERMINATE THEIR EMPLOYMENT WITH THE COMPANY FOR ANY REASON AT ANY TIME; LIKEWISE THE COMPANY HAS THE RIGHT TO TERMINATE EMPLOYEES FOR ANY REASON AT ANY TIME.

ROYAL TIRE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER, COMMITTED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT. NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCLUDING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW.

ATTACH YOUR RESUME IF YOU HAVE ONE.

