



APPLICATION FOR EMPLOYMENT

Date: _____

Name _____ Social Security No. _____
Last First MI

Current Address: _____
Street
City State Zip

Previous Address: _____
Street City State Zip

Telephone #: _____ Alternate: _____

Positions applied for: _____ Shift Preference: [] 1st; [] 2nd; [] 3rd

Date available: _____ Desired salary**: _____

****You may be asked to supply a copy of your most recent paystub or a copy of your last W-2.**

KEYSTONE AUTOMOTIVE OPERATIONS, INC. / A&A AUTO STORES, considers all applicants for employment without regard to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, Keystone Automotive Operations Inc./ A&A Auto Stores, complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Keystone Automotive Operations, Inc./ A&A Auto Stores also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws.

Are you over the age of 18? _____ No _____ Yes

If position requires, do you have a valid Drivers License? [] yes; [] no

Drivers license number _____ Class _____ Endorsements _____

Have you previously worked at Keystone Automotive Operations, Inc. / A&A Auto Stores? ___ No ___ Yes

Please list any relatives that have been employed by Keystone Automotive Operations, Inc. / A&A Auto Stores.

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? ___ No ___ Yes

Have you ever been convicted of a crime*? ___ No ___ Yes

If yes, please state the nature of the offense, when, where, and disposition:

*A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Federal Laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, Keystone Automotive Operations, Inc. /A&A Auto Stores will verify the status of every individual offered employment with the company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

Do you have the legal right to work and remain in the United States? ___Yes ___ No

PRIOR WORK HISTORY (Starting with the most recent.)

Employer Name _____ Position Held _____
Address _____ City _____ State _____
County _____ Phone _____
Dates employed: _____ Rate of Pay: _____
If still employed, may we contact this employer? ___Yes ___No
Reason for leaving: _____

Employer Name _____ Position Held _____
Address _____ City _____ State _____
County _____ Phone _____
Dates employed: _____ Rate of Pay: _____
If still employed, may we contact this employer? ___Yes ___No
Reason for leaving: _____

Employer Name _____ Position Held _____
Address _____ City _____ State _____
County _____ Phone _____
Dates employed: _____ Rate of Pay: _____
If still employed, may we contact this employer? ___Yes ___No
Reason for leaving: _____

SPECIAL SKILLS

Computer Skills: Please list any hardware and/or software that you have experience with _____

RECORD OF EDUCATION

High School graduate? ___Yes ___No GED ___ Yes ___ No
Name and Address of
School _____

College: Name and Address _____

Course of Study _____ Number of Years Completed _____

Did you graduate? ___Yes ___No Diploma or Degree received: _____
Please list any other education _____

MILITARY SERVICE RECORD

Have you ever served in the US Armed Forces? ___Yes ___No Dates: _____
If yes, explain _____

APPLICANT STATEMENT

I understand and agree that:

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or if employed, termination from Keystone Automotive Operations, Inc. / A&A Auto Stores employ.

Any offer of employment I may receive from Keystone Automotive Operations, Inc. / A&A Auto Stores is contingent upon my successful completion of the company’s total pre-employment screening process, including the company’s receiving references that it considers satisfactory, and my satisfactory completion of any post-offer pre-employment medical examinations that the company may require. I also agree, if employed, to submit to a medical examination at any time at the company’s request. I hereby consent to having the results of any post-offer pre-employment or post-employment medical exam I may be required to take disclosed to Keystone Automotive Operations, Inc. / A&A Auto Stores.

I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of Keystone Automotive / A&A Auto Stores. I hereby consent to having the results of any such alcohol or drug screening I may be required to undergo disclosed to Keystone Automotive / A&A Auto Stores.

In processing my application for employment, the company may verify all the information provided by me, or may procure or have prepared a consumer or an investigative consumer report for this purpose concerning my prior employment, military record, education, character, general reputation, personal characteristics, criminal record, and mode of living. I understand that upon written request to the company, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of this investigation.

I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the company and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the company or myself. I further understand that no manager or representative of the company, other than the Chief Executive Officer, Executive Vice President, or Director of Human Resources, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall be enforceable unless it is in writing and signed by me and by one of the individuals designated above.

Signature _____ Date _____

DAC Disclosure and Release

In connection with my application for employment (including contract for services) with you, I understand that consumer reports which may contain public record information may be requested from DAC Services, Tulsa, Oklahoma. These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, etc. I further understand that such reports may contain public record information concerning my driving record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records; as well as information from DAC concerning previous driving record requests made by others from such state agencies, and state provided driving records.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY DAC TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I have the right to make a request to DAC, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information; and the recipients of any reports on me which DAC has previously furnished within the two year period preceding my request. I hereby consent to your obtaining the above information from DAC, and I agree that such information which DAC has or obtains, and my employment history with you if I am hired, will be supplied by DAC to other companies which subscribe to DAC Services.

I hereby authorize procurement of consumer report(s), If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

Print Name

Social Security No.

Date of Birth

Drivers License # & State

Applicant's Signature

Date