



Once you have completed your application, simply drop it off at your local Monroe Muffler Brake, Inc. [Click Here](#) to find a location near you. To email, open in Internet Explorer, complete the form and click to [email it directly to Human Resources](#) (hr4u@monro.com) and it will attach the completed form. If you do not have Internet Explorer, save the form to your computer first, then complete it, save, and use the "email it directly to Human Resources" link above.

**HEADQUARTERS**  
**200 Holleder Parkway**  
**Rochester, NY 14615-3808**

## Application for Employment

**PLEASE PRINT AND COMPLETE IN FULL**

We are an Equal Opportunity Employer. All persons shall have the opportunity to be considered for employment without regard to their race, color, creed, religion, national origin, ancestry, alienage or citizenship status, age, disability, sex, genetic information or any other characteristic protected by applicable federal, state or local laws. We will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please let us know.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Full Time  Part Time  Either

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for a Monroe, Mr. Tire, Speedy, Tread Quarters, Auto Tire, Tire Warehouse, Tire Barn, or Ken Towery Tire location? YES  NO  If yes, when and where? \_\_\_\_\_

If so, why did you leave? \_\_\_\_\_

### Employment Related Information

How did you find out the employment opening at Monroe? Help Wanted Ad  Employee Referral  Name: \_\_\_\_\_

Referred by School/College  Name of \_\_\_\_\_ New Store Opening  Internet/Job Board  Site: \_\_\_\_\_

Geographic Location Preferred: 1) \_\_\_\_\_ 2) \_\_\_\_\_

If hired, are you willing to transfer to other nearby Monroe Muffler Brake Locations? YES  NO

If hired for a full time position, are you available to work the days and hours our stores are open? YES  NO

If hired for a full time position, are you available to work over 40 hours per week on a regular basis? YES  NO

All Store Operations/Driver positions require a valid driver's license. Do you have a valid driver's license? YES  NO

If Yes, please provide: License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Issuing State: \_\_\_\_\_

**Job Related Skills**

If applicable, do you have a valid State Vehicle Inspectors License? YES  NO

If yes what is the issuing State: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Do you have any ASE Certifications? YES  NO  If Yes, please list: \_\_\_\_\_

Do you have your own tools? YES  NO  Dollar value of tools: \_\_\_\_\_

Do you have any computer experience? YES  NO  What operating systems: \_\_\_\_\_

Have you ever been bonded YES  NO  Dates: \_\_\_\_\_

Indicate your experience level as a technician in using the equipment/service areas listed below:  
Experience Levels: A = None; B = Less than 1yr; C = 1 to 2yrs; D = More than 2yrs

- Brake Lathes \_\_\_\_\_ Torches \_\_\_\_\_ Pipe Bender \_\_\_\_\_ MIG Welder \_\_\_\_\_
- Tire Balancing Machine \_\_\_\_\_ Alignment Equipment \_\_\_\_\_ Exhaust System \_\_\_\_\_ Lifts \_\_\_\_\_
- Brake Service \_\_\_\_\_ Shock Replacement \_\_\_\_\_ Spring Replacement \_\_\_\_\_ Suspension \_\_\_\_\_
- CV Joints \_\_\_\_\_ Alignment \_\_\_\_\_ Inspection \_\_\_\_\_ Oil Change \_\_\_\_\_

Automotive technicians/ mechanics, store management, and drivers are some of our positions that typically require the following physical capabilities: hand to finger dexterity; seeing; hearing; speaking; pushing/pulling; bending ; climbing; stooping; crouching; crawling; walking; lifting; reaching overhead for extended periods of time; standing for long periods of time; carrying heavy items weighing up to fifty (50) pounds on one's own; assisting others with carrying/moving heavy items over fifty (50) pounds; driving vehicles. The work environment is often loud, dirty with exposure to heat and cold. Are you able to safely perform the essential functions of the job as listed above, with or without a reasonable accommodation? Yes  No

You may be asked to describe how you would perform the essential job functions with or without reasonable accommodation.

Education	Name and Location of School	Number of Years Attended	Degree Received?	Course of Study
High School				
College/University				
Business/Trade				
Other				

Starting with most recent, include your last seven (7) years of employment history. Please include as part of your employment history any verified work performed on a volunteer basis and/or work performed while in the military.

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$\_\_\_\_\_ Ending Salary:\$\_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To:\_\_\_\_\_ Reason for Leaving:\_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO      Reference Checked by:  
                                    \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$\_\_\_\_\_ Ending Salary:\$\_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To:\_\_\_\_\_ Reason for Leaving:\_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO      Reference Checked by:  
                                    \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$\_\_\_\_\_ Ending Salary:\$\_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To:\_\_\_\_\_ Reason for Leaving:\_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO      Reference Checked by:  
                                    \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$\_\_\_\_\_ Ending Salary:\$\_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To:\_\_\_\_\_ Reason for Leaving:\_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO      Reference Checked by:  
                                    \_\_\_\_\_

## Disclaimer

Pursuant to the Immigration Reform and Control Act of 1986, all applicants who are offered employment must produce documents establishing their identity and authorization for employment in the United States. These documents must be produced no later than seventy-two (72) hours after employment commences. In addition, all new hires will be required to verify their employment authorization under oath by signing INS Form 1-9.

Are you legally authorized to work in the U.S.? Yes  No

## Regulations

**To the extent required by applicable law, the Company maintains a smoke-free workplace.**

**Rhode Island Applicants:** The company is subject to Chapters 29-38 of Title 28 of the General Laws of Rhode Island, and is therefore covered by the state's workers' compensation law.

**Massachusetts Applicants:** It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

**Maryland Applicants:** An employer may not require or demand, as a condition of employment, prospective employment or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

## Authorization

I have read and fully understand the questions asked in this application. I certify that all of the answers I have given are true, accurate and complete. I understand that the omission and/or misrepresentation of any fact from or on this application or during any interview will result in immediate rejection of my application or if I am hired will be cause for immediate dismissal. I authorize the Company to contact all my employment references, as well as the education institutions I have attended. I further authorize the Company to inquire about, investigate and obtain copies of any records which relate to me from my former employers and educational institutions.

I voluntarily give Monro Muffler brake, Inc. the right to make an investigation of all information provided by me, and release Monro from all liability or responsibility, as well as all persons, companies, or corporations supplying such information. I agree to sign any and all releases and authorizations provided by Monro in connection with acquiring such information and I agree to provide any and all information necessary and sign any consent forms necessary for Monro to conduct its investigation,. Applicants for managerial positions may be required to separately authorize the obtaining of an investigative report from an appropriate agency in order to be considered for employment.

I understand and agree that if employed, my employment is at will and may be terminated by me or the company at any time without notice, subject to applicable laws. Nothing contained in this application for employment shall constitute an agreement of employment for any purpose. No agreement of employment for any period of time specified or unspecified shall be valid unless in writing and signed by a Senior Vice President or the CEO of the company.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INTERVIEWER TO COMPLETE

Interviewed by: \_\_\_\_\_ EE#: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewed by: \_\_\_\_\_ EE#: \_\_\_\_\_ Date: \_\_\_\_\_

Previous Employment Checked By: \_\_\_\_\_ Date: \_\_\_\_\_ Hired: Yes  No

If this is a rehire, please note the HR person contacted on rehire status \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Store #: \_\_\_\_\_ Pay Rate: \_\_\_\_\_ Date Reporting for Work: \_\_\_\_\_