

Conditions Of Employment

The quality of a work environment is determined by many factors. Here are some facts about employment with Dixie RV SuperStores which might help you make the decision, should you be offered employment with our company. Please consider each of these items carefully before applying for employment with us.

- *Your appearance is important. Therefore, male employees are not allowed to wear earrings while at work, and female employees are limited to a maximum 3 earrings per ear. No other body piercing may be visible while at work. Employees may be required to keep tattoos covered in some job positions. Haircuts must be conservative, as must an employee's attire.*
- *Some job positions require uniforms. Service Uniform fees are shared by employee and the company and must be maintained by the employee. Sales Logo Uniforms are the responsibility of the employee. If uniforms are required, they must be worn without exception.*
- *Because we run a lean staff, our employees must be available to work their shifts. Employees who miss an excessive amount of hours or who are habitually late or who frequently need to leave work early are subject to disciplinary action, up to and including termination.*
- *Many job positions require employees to drive customer and company vehicles. For these positions, employees must have good driving records. Excessive tickets or even a single DUI or reckless driving conviction can result in termination.*
- *Ongoing training is important to our organization, so we expect employees to approach training cheerfully. Failure to maintain certification and other required training is considered a serious infraction.*
- *Smoking and use of other tobacco products is severely restricted. Smoking in customer or company vehicles is strictly prohibited. Employees may not smoke around building entrances and exits, or inside any part of the building.*
- *Drug screens are given randomly and anytime an employee sustains an injury at work or damages company or customer property. Failure to take the screen or a positive drug screen result is grounds for immediate termination.*
- *Criminal history checks are conducted on all employees at the time of hire. Previous convictions not noted on the employee application and discussed at the time of application are ground for dismissal, as are any convictions of a nature to make the employee a risk to our business, personnel or customers.*

If, after reading these items carefully, you are still interested in applying for a position with Dixie RV SuperStores, please signify by signing your name in the space below. The absence of a signature in this section voids your application. We appreciate your interest in our dealership and look forward to discussing your employment prospects.

Applicant's Signature

Date

DIXIE RV SUPERSTORES

Employment Application

We offer equal employment opportunities to all persons without regard to race, religion, sex, national origin or disability. Federal law also prohibits discrimination because of age, with respect to individuals who are at least 40 years of age. The use of this form does not mean that there are positions open and does not obligate us in any way.

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Home Phone	Mobile Phone	Email:	
Date Available	Desired Salary Range:		
Position Applied for			
Emergency Contact Number	Name	Relationship	
Have you ever worked for this company?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain	

EDUCATION

High School	City, State
From To Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Major
College	City, State
From To Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other Training	City, State
From To Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

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

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

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

APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the information given by me on this application is true in all respects, and I agree that, if I am employed, and it is found to be false in any way, I may be dismissed without notice. I authorize the use of any information on this application to verify my statements, and I authorize my past employers, all references, any persons, and any background check services to answer all questions asked concerning my ability, character, and previous employment record. I understand that the company may investigate my driving record and my criminal record and that an investigative consumer report may be prepared whereby information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.

I understand that Dixie RV SuperStores reserves the right to require me to submit to a drug test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination, and a test for the presence of alcohol in my system, performed either in our office or performed by a doctor selected by Dixie RV SuperStores. Further, I understand that at any time after I am hired, Dixie RV SuperStores may require me to submit to a physical examination, a drug test, and/or an alcohol test, to the extent permitted by law. I consent to the disclosure of the results of the physical examinations and related tests to Dixie RV SuperStores. I also understand that I may be required to take other tests, such as personality and honesty tests, prior to employment and during employment.

I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to Dixie RV SuperStores, and release from liability, claims or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Dixie RV SuperStores and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Dixie RV SuperStores unless made in writing. If an employment relationship is established, I understand that I have a right to terminate my employment at any time and that Dixie RV SuperStores retains the same right.

If employed, I acknowledge that the employment is mutually terminable at will. I expressly agree to abide by all present and subsequently issued company policies and procedures.

Signature

Date

Applicants : Read the following personnel policies and indicate your understanding of how they may affect your potential employment With us by signing where indicated.

THE FOLLOWING SECTIONS ARE TO BE COMPLETED AS PER JOB SPECIFICATIONS

- Salesperson & Sales Manager Applicants: Please complete sections 1, 2 & 3
- Applicants applying for positions which include operations of company or customer vehicles: Please complete section 2
- Service, Parts, Customer Service & Receptionist: Please complete section 3

SECTION 1 – LOUISIANA SALESPERSON LICENSE

The state of Louisiana requires all Salespersons to have a Louisiana DMV Salespersons License to sell recreational vehicles. Since you must be sponsored by a recreational vehicle dealership, it is not necessary to have one at the time of application. However, we must know that, if hired, you will agree to receive a Salesperson License or transfer an existing one. There is a nominal fee to acquire the license from the Louisiana Division of Motor Vehicles, which will be the responsibility of the employee.

Please sign that you understand the Salesperson License requirements and, if hired, agree to comply.

Signature

Date

SECTION 2 – OPERATING CUSTOMER or COMPANY VEHICLES

We require employees in positions who drive company or customer vehicles to:

Show proof of a valid Driver's License issued from the state in which you reside.

If you do not have a valid Driver's License you will not be eligible for hire in a driving position.

Provide a copy of your Louisiana Driving Record. (Available at the local DMV for a nominal fee in which you are responsible for)

If you have an out-of-state Driver's license, you will need to provide a copy of your state driving record. Note that, if Hired without a Louisiana Driving Record, you will remain on a non-driving status until we receive a copy of your out of state driving record. You must provide the driving record within a two week period or be subject to employment review.

_____ I have a valid Driver's License and agree to furnish a copy of my driving record in accordance with the above.

Signature

Date

SECTION 3 – DRESS CODE

UNIFORMS

Some job positions require uniforms.

Service Shop - Uniform fees are shared by employee and the company and must be maintained by the employee. If uniforms are furnished, they must be worn without exception.

Shop uniforms are rented from a contract service and must be returned for cleaning in a timely manner. Uniforms which are damaged or lost while in your care will be charged against your pay. Should you leave our employ, uniforms must be returned to dealership.

Sales, Customer Service - Logo uniforms worn by sales representatives, administration, clerical personnel, and customer service personnel are purchased by the employee. The care and cleaning of these uniforms will be your responsibility. Dixie RV SuperStores may be willing to spread your purchase fee over three payroll periods and deduct said fee from your payroll check. If for any reason you leave our employ before fulfilling your debt you are responsible to reimburse Dixie RV SuperStores the remaining amount and could be charged against your final pay.

_____ I understand Dixie RV SuperStores has a uniform policy. Depending upon the position I have applied for, I understand I will be required to wear a uniform.

Signature

Date