



Dear Applicant:

We appreciate your interest in the McDaniels family of Automobile dealerships.

Choosing where you work is one of the most important decisions you will ever make.

This company has a definite, planned hiring process that, we believe, will help us both make a better decision. This hiring procedure could take up to 10 days if we currently have an opening. Please understand that your application is important to us and we want to give it our careful consideration.

A written and signed application must be obtained from all applicants. Once past this initial step, our evaluation will continue with the following:

- Several interviews
- Drug screening for substance abuse
- Background checks including past employers
- Evaluation / Assessment (Behavioral temperaments)
- Law enforcement investigation and Driver's History Report
(Both obtained at Applicant's expense)
- Other special requirements for some positions

You cannot be offered a position with this company until all of these requirements have been successfully completed. If hired, you will serve a probationary period during which you will be further evaluated. **As a condition of employment, all employees must execute a binding arbitration agreement to resolve most employee disputes.**

All employment relationships are 'at-will', meaning employees may quit at any time for any reason and McDaniels may discharge employees at any time with or without cause.

It is the policy of this dealership that all applicants for employment are recruited, hired, and assigned on the basis of merit without discrimination because of race, creed, color, sex, age, national origin, handicap, veteran's status, or other legally protected status. The employment policies and practices of the company have been and will continue to be such as to insure that all of its employees are treated equally. No distinctions will be made in compensation, opportunities for advancement, promotion, or transfer because of the employee's color, religious belief, sex, age national origin, handicap, or veteran's status. Any activities sponsored by the company will be on a non-segregated basis. Each supervisor will be responsible and accountable, as part of the measure of their work performance and appraisal, for their equal employment opportunity and affirmative action efforts and results.

All offers of employment will be made in writing; no verbal offers are valid!

Again, thank you for the time you have given us and for your interest in our organization.

Bill McDaniels
President