Tasca Automotive Group
Online Employment
Application Process

Tasca utilizes KRONOS, an online posting and application program. All interested candidates must submit an application electronically in order to be considered for available positions.

• **Go to https://secure.saashr.com/ta/6123155.jobs**

• If you are a new applicant, you will be asked to create an applicant account:
  ° Enter your email address
  ° Select *"No, I'm New"*
  ° Click *"Sign In"*
  ° Enter all requested information

Congratulations! You now have an account set up.

Please note: You are responsible for remembering your log-in and password. Tasca will not be able to retrieve it if you do not remember them.

Complete the Application for Employment - *All fields with a red asterisk (*) must be completed:*

Tab 1: Contact Information - Please share as much detail as possible. Click *"Save and Continue"* (top right) to move to the next tab.

Tab 2: Resume - To upload a resume, please follow instructions at the top of the tab. Click the *"Choose File"* button when ready. Please complete the additional required fields on the tab, then *"Save and Continue"*.

Tab 3: Skills & Certifications - Complete; then *"Save and Continue"*.

Tab 4: Work Experience - List all previous employment starting with most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities. Please indicate if you were employed under a different name. **To add additional employers, please click on the drop down next to # Employers.** Once complete, click *"Save and Continue"*.

Tab 5: Education - List all education starting with highest level. To add additional schools, please click on the drop down next to # Schools. Once complete, click *"Save and Continue"*.

Tab 6: EEO Information - This is optional

Tab 7: Professional References - Once complete, click *"Save and Continue"*.

Tab 8: My Summary - Review all information. Scroll to the bottom, click *"Electronic Signature"*. You will be required to enter you KRONOS applicant password. Click *"Save and Continue"*

Tab 9: Apply for Job: Click "*Apply for this job"*; the system will give you an opportunity to add comments or a cover letter. Click *"Apply for this job"* again.

You should see a *"Warning"* and *"Success"* with
the following messages appearing on the screen:

Applicant profile has been signed off.

BUT WAIT… DON'T LOG OUT YET!
(If you did log out, just go back to the website and click on a job to get back to the log-in screen.)

In order to complete the application process, it is necessary for you to complete a criminal background check release form. **These need to be completed within 1 day of submitting the application.**

• Go to *"My Account"* at the top left.
• Click on *"My Checklists"*
• Click on the *"Paper / Pencil"* icon next to *"Applicant Screening Checklist 1"*. The Consent Form, Data Collection Form, and MVR documents are here waiting for completion.

Click on "Criminal background check release (consent to request consumer report & investigative consumer report information)"
  ➢ **Page 1**: Please read carefully the disclosure form. Click "sign" and enter password
  ➢ **Page 2**: Please read carefully the authorization form. Check off I do or I do not authorize Intellicorp to obtain your criminal background report. Review information. Click "Sign" and enter password.
  ➢ **Page 3**: Please fill out all required fields: Full Name Field, Current Address, Dates Lived at Current Address, Date of Birth, Social Security Number, Driver's License #, Driver's License State. Review information. Click "Sign" and enter password.
  ➢ **Page 4**: Please read carefully the additional state laws requirements. Select Yes or No, *I'm requesting a copy of my report* and Select Yes or No, *I have been informed of my rights*. Click "Sign" and enter password
  ➢ **Page 5 and Page 6**: Additional state law requirements. " Read Only"
    You may download a pdf copy for your records by clicking on "Download pdf" at the top right.

Click the "Back" button at the top left. **Next**, click into the "blank square box" and enter password and enter Ok as confirmation of completion

Click on "Motor Vehicle Records Authorization form consent to request Driver's Records)"
  ➢ **Page1:** Complete all required fields with a red asterisk (*) Click on the "Sign" button; enter password.
    You may download a pdf copy for your records by clicking on "Download pdf" at the top right.

Click the "Back" button at the top left. **Next**, click into the "blank square box" and enter password and enter Ok as confirmation of completion

Congratulations! You have completed the application process.

For questions relating to the application process, please call:
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