

# APPLICATION FOR EMPLOYMENT

(Please Print Plainly)

## PERSONAL

Name: (LAST, FIRST, MIDDLE) \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Present Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_

Are you of legal age to work? \_\_\_\_\_ Position(s) applied for \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

If you are not a citizen of the United States, do you have permission to work in this country? \_\_\_\_ Yes \_\_\_\_ No

If your application is considered favorably, on what date will you be available for employment? \_\_\_\_\_

If part time, days and hours available \_\_\_\_\_ Salary expected \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No. If yes, explain: \_\_\_\_\_

Have you ever been bonded? \_\_\_\_ Yes \_\_\_\_ No. If you are applying for a position requiring driving, do you have a valid operator's or commercial driver's license (CDL)? \_\_\_\_ Yes \_\_\_\_ No. If yes, which license and indicate for which state \_\_\_\_\_ and date issued. \_\_\_\_\_

## EDUCATION (Circle year completed)

Elementary School

1 2 3 4 5 6 7 8

High School

1 2 3 4

College

1 2 3 4 5 6

School

Attended \_\_\_\_\_

## MILITARY SERVICE

Date Entered \_\_\_\_\_ Date Discharged \_\_\_\_\_ Branch of Service \_\_\_\_\_ Applicable Skills Learned \_\_\_\_\_

## CHARACTER REFERENCES (Give persons who know you well; not previous employers or relatives)

NAME	ADDRESS (Street, City, State)	PHONE NUMBER	OCCUPATION	No. of Yrs. Person has known you

## EMPLOYMENT HISTORY

(Start with the most recent employer)

Name and Address of Employer	Employed From / To	Kind of Work	Reason for Leaving	Weekly Earnings
Name of Firm: Address: Supervisor:				Last  Start
Name of Firm: Address: Supervisor:				Last  Start
Name of Firm: Address: Supervisor:				Last  Start

How long have you worked with farm equipment? \_\_\_\_\_ Do you have a farm background? \_\_\_\_\_

Have you worked for other dealers? \_\_\_\_\_ What line? \_\_\_\_\_

How long have you worked with light Industrial equipment? \_\_\_\_\_ As an operator? \_\_\_\_\_

Have you worked for other dealers? \_\_\_\_\_ What line? \_\_\_\_\_

How long have you worked with outdoor power equipment? \_\_\_\_\_ As an operator? \_\_\_\_\_

Have you worked for other dealers? \_\_\_\_\_ What line? \_\_\_\_\_

**ACTUAL EXPERIENCE IN ANY OF THE FOLLOWING (Please Check)**

**SERVICE DEPARTMENT**

- ☐ Service Manager
- ☐ Shop Foreman
- ☐ Tractor Mechanic
- ☐ Implement Mechanic
- ☐ Hydraulics Mechanic
- ☐ Small Engine Mechanic
- ☐ Farmstead Mechanization Technician
- ☐ Machine Set-up
- ☐ Electrician
- ☐ Electronics
- ☐ Diesel Mechanic
- ☐ Refrigeration
- ☐ Painting
- ☐ Truck Driver
- ☐ Welding

**SALES DEPARTMENT**

- ☐ Sales Manager
- ☐ Farm machinery Sales ☐ New ☐ Used
- ☐ Light Industrial Equipment Sales
- ☐ Outdoor Power Equipment Sales
- ☐ Truck Sales
- ☐ Auto Sales

**OTHER**

- ☐ Janitor
- ☐ Carpenter
- ☐ Building Maintenance
- ☐ Watchman

**PARTS DEPARTMENT**

- ☐ Parts Manager
- ☐ Parts Clerk
- ☐ Parts Inventory Control

**OFFICE**

- ☐ Office Manager
- ☐ Bookkeeper
- ☐ Cashier
- ☐ Secretary-Stenographer
- ☐ File Clerk
- ☐ Data Entry Operator

Are there any other experiences, skills, or qualifications which will be a special benefit in the job for which you are applying? \_\_\_\_\_

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**SPECIAL NOTE-PLEASE READ CAREFULLY**

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice. I also give my permission to contact employers listed on the reverse concerning work experience.

In making this application for employment, I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include 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 any such investigative report that is made.

After employment, applicant agrees to comply with the immigration Reform and Control Act of 1986, which requires proof of citizenship or alien status within three days of employment.

**Signature of Applicant** \_\_\_\_\_

Users should refer any legal questions regarding this form to their legal counsel. This employment application is prepared for general use by equipment dealers and is intended to comply with all federal, state and local fair employment practices law and with the Fair Credit Reporting Act.

**APPLICANT: DO NOT WRITE BELOW THIS LINE**

**RECORD OF EMPLOYMENT**

Date \_\_\_\_\_ Starting \_\_\_\_\_ Basis \_\_\_\_\_  
Started \_\_\_\_\_ Assigned to: \_\_\_\_\_ Salary \_\_\_\_\_ of Pay \_\_\_\_\_

**HISTORY OF JOB ASSIGNMENTS, PAY CHANGES, ETC.**

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