

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 |
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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? _____

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.
