



**APPLICATION FOR EMPLOYMENT**

(Please print or type)

**PERSONAL AND CONFIDENTIAL**

Date: \_\_\_\_\_

Name \_\_\_\_\_ SS #: \_\_\_\_\_  
 LAST FIRST MIDDLE

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

CITY STATE ZIP

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, day 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)? \_\_\_\_\_ If yes, which license? \_\_\_\_\_ which state? \_\_\_\_\_  
 Yes No  
 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(s) Attended \_\_\_\_\_

**MILITARY SERVICE**

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

**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			Last  Start
Name of Firm: Address: Supervisor:	Last  Start			Last  Start
Name of Firm: Address: Supervisor:	Last  Start			Last  Start

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

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

Have you had experience with light industrial equipment? \_\_\_\_\_ As an operator? \_\_\_\_\_

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

Have you had experience 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		SALES DEPARTMENT		PARTS DEPARTMENT	
<input type="checkbox"/>	Service Manager	<input type="checkbox"/>	Sales Manager	<input type="checkbox"/>	Parts Manager
<input type="checkbox"/>	Shop Foreman	<input type="checkbox"/>	Farm Machinery Sales	<input type="checkbox"/>	Parts Clerk
<input type="checkbox"/>	Tractor Mechanic	<input type="checkbox"/>	Light Industrial Equipment Sales	<input type="checkbox"/>	Parts Inventory Control
<input type="checkbox"/>	Implement Mechanic	<input type="checkbox"/>	Outdoor Power Equipment Sales		
<input type="checkbox"/>	Hydraulics Mechanic	<input type="checkbox"/>	Truck Sales	<b>OFFICE</b>	
<input type="checkbox"/>	Small Engine Mechanic	<input type="checkbox"/>	Auto Sales	<input type="checkbox"/>	Office Manager
<input type="checkbox"/>	Farmstead Mechanization Technician			<input type="checkbox"/>	Bookkeeper
<input type="checkbox"/>	Machine Set-up	<b>OTHER</b>		<input type="checkbox"/>	Cashier
<input type="checkbox"/>	Electrician	<input type="checkbox"/>	Janitor	<input type="checkbox"/>	Secretary
<input type="checkbox"/>	Electronics	<input type="checkbox"/>	Carpenter	<input type="checkbox"/>	File Clerk
<input type="checkbox"/>	Diesel Mechanic	<input type="checkbox"/>	Building Maintenance	<input type="checkbox"/>	Data Entry Operator
<input type="checkbox"/>	Refrigeration	<input type="checkbox"/>	Watchman		
<input type="checkbox"/>	Painting				
<input type="checkbox"/>	Truck Driver				
<input type="checkbox"/>	Welding				

**CHARACTER REFERENCES**

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

NAME	ADDRESS	PHONE #	OCCUPATION	# or years known

Are there any other experiences, skills, or qualifications which will be of 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 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

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 laws and with the Fair Credit Reporting Act.