



Application for Employment

PERSONAL

Name:	Last:	First:	Middle:
Social Security No.	Home Phone:	DOB:	
Present Address:			
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?			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?			No:
If Yes, explain:			
Have you ever been bonded?			No:
If you are applying for a position requiring driving, do you have a valid operator's or commercial driver's license (CDL)?			No:
If yes, which license and indicate for which state:	And Date Issued:		

EDUCATION

High School Attended:	Dates Attended:
College Attended:	Dates Attended:

MILITARY SERVICE

Date Entered:	Branch of Service:
Date Discharged:	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 Years Person has Known you

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Southwest Ohio Dayton	Central Ohio Columbus	Southern Ohio Cincinnati	Northwest Ohio Toledo	Central Kentucky Lexington	Western Michigan Grand Rapids	Greater Chicago Elgin
Northern Indiana South Bend	Central Indiana Logansport	Northeast Indiana Fort Wayne	Northwest Indiana Schererville	Middle Tennessee Nashville	Eastern Tennessee Cookeville	Northern Georgia Atlanta



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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:					Last:	
Address:						
Supervisor:					Start:	
Name of Firm:					Last:	
Address:						
Supervisor:					Start:	
Name of Firm:					Last:	
Address:						
Supervisor:					Start:	
How long have you worked with Material Handling equipment?			Do you have Material Handling 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	Sales Department	Parts Department
Service Manager	Sales Manger	Parts Manager
Shop Foreman	Farm Machinery Sales New Used	Parts Clerk
Tractor Mechanic	Light Industrial Equipment Sales	Parts Inventory Control
Implement Mechanic	Outdoor Power Equipment	Office
Hydraulics Mechanic	Truck Sales	Office Manager
Small Engine Mechanic	Auto Sales	Bookkeeper
Farmstead Mechanization Technician	Other	Cashier
Machine Set-up	Janitor	Secretary-Stenographer

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Electrician	Carpenter	File Clerk
Electronics	Building Maintenance	Data Entry Operator
Diesel Mechanic	Watchman	
Refrigeration		
Painting		
Truck Driver		
Welding		

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 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

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RECORD OF EMPLOYMENT

Date Started:		Starting Salary:	
Assigned To:		Basis of Pay:	

HISTROY OF JOB ASSIGNMENTS, PAY CHANGES, ETC.

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