

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

PERSONAL

Name _____ Date _____
 LAST FIRST MIDDLE
 Present Address _____ Home Phone _____

Position(s) applied for _____

Were you previously employed by us? ____ If yes, when? _____

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

If part-time, days and hours available _____ Salary expected _____

Are you over the age of 18? Yes _____ No _____

Are you legally able to work in the United States? Yes _____ No _____

Have you ever been convicted of a crime, other than minor traffic violations? Yes _____ No _____

If yes, Please describe: _____

(a conviction will not be an absolute bar to employment)

Have you ever been bonded? _____

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? _____

Please indicate the state issuing the license _____ and the date issued _____

EDUCATION AND TRAINING

Type of School	Name and Location of School	Date Attended	Name and Date of Degree Earned	Major and Minor Fields of Study
High School or Trade School				
Business or Tech. School				
Colleges				
Other Training (Explain)				

MILITARY SERVICE

Date Entered _____ Date Discharge _____ Branch of Service _____

Applicable Skills Learned and Training _____

CHARACTER REFERENCES

(Please identify persons who know you well, but are not previous employers or relatives)

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

EMPLOYMENT HISTORY

(Start with the most recent employer)

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

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

SALES DEPARTMENT

- Sales Manager
- Farm Machinery
- New Used
- Light Industrial Equipment
- Truck Sales
- Auto Sales

PARTS DEPARTMENT

- Parts Manager
- Parts Clerk
- Part Inventory Control

OFFICE

- Office Manager
- Book Keeper
- Cashier
- Secretary
- File Clerk
- Data Entry Operator

OTHER

- Janitor
- Carpenter
- Building
- Watchman

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

Edney Distributing Company, Inc. does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, handicap, veteran status, or status within any other protected group. No questions on this application are intended to secure information to be used for such discrimination.

By signing your name below you certify that all statements made by you on this application are true and complete to the best of your knowledge and that you understand that misrepresentations or omissions may be cause for rejection, or may be cause for subsequent dismissal if you are hired.

By signing below you also give permission to Edney Distributing Company, Inc. to contact the employers and references listed in this application concerning you and your work experience.

Signature of Applicant

Date _____