

# BAXLA TRACTOR SALES

## Employment Application



### APPLICANT INFORMATION

Last Name				First			M.I.	Date			
Street Address							Apartment/Unit #				
City				State			ZIP				
Phone				E-mail Address							
Date Available				Social Security No.			Desired Salary				
Position Applied for:				Days & Hours Available if Part Time:							
Are you of legal age to work?				YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Are you a citizen of the United States?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?					
Have you ever been convicted of a felony?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain					
Have you ever been bonded?				YES <input type="checkbox"/>	NO <input type="checkbox"/>						
If you are applying for a position requiring driving, do you have a valid operator's or commercial driver's license (CDL)? YES <input type="checkbox"/> NO <input type="checkbox"/>											
If yes, which license and indicate which state _____ and date issued _____.											

### EDUCATION

<b>High School</b>				Address							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
<b>College</b>				Address							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
<b>Other</b>				Address							
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				

### CHARACTER REFERENCES

*Give persons you know well, not previous employers or relatives.*

<b>Full Name</b>				No. of years person has know you.		
Phone			Occupation			
Address						
<b>Full Name</b>				No. of years person has know you.		
Phone			Occupation			
Address						
<b>Full Name</b>				No. of years person has know you.		
Phone			Occupation			
Address						

### MILITARY SERVICE

Branch			From:			To:		
Rank at Discharge:				Type of Discharge:				
Applicable skills learned:								

PREVIOUS EMPLOYMENT			
Company:		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
From:	To:	Reason for Leaving	

Company:		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
From:	To:	Reason for Leaving	

Company:		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
From:	To:	Reason for Leaving	

How long have you worked in farm equipment? \_\_\_\_\_ Do you have a farm background? \_\_\_\_\_  
 Have you worked with other dealers? \_\_\_\_\_ What line? \_\_\_\_\_  
 How long have you worked with light industrial equipment? \_\_\_\_\_ As an operator? \_\_\_\_\_  
 How long have you worked with outdoor power equipment? \_\_\_\_\_ As an operator? \_\_\_\_\_

**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\_\_\_\_  
 Diesel Mechanic\_\_\_\_  
 Refrigeration\_\_\_\_  
 Painting\_\_\_\_  
 Truck Driver\_\_\_\_  
 Welding\_\_\_\_

**Sales Department**

Sales Manager\_\_\_\_  
 Farm Machinery Sales \_\_\_\_  
 Light Industrial Equipment Sales\_\_\_\_  
 Outdoor Power Equipment Sales\_\_\_\_  
 Truck Sales\_\_\_\_  
 Auto Sales\_\_\_\_  
  
**Other**  
 Janitor\_\_\_\_  
 Carpenter\_\_\_\_  
 Building Mechanics\_\_\_\_  
 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 experience, 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 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 amount of time to receive additional 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**

Date \_\_\_\_\_

Users should refer any legal questions regarding this form to their legal council. 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.