

Jordan/Central Implement Co. Application for Employment

AN EQUAL OPPORTUNITY EMPLOYER
All employment decisions are made without regard to unlawful considerations of race, sex, sexual orientation, gender identity, religion, national origin, age, disability, or any other legally protected status. Reasonable accommodations are available to qualified individuals with disabilities.

PLEASE ANSWER ALL QUESTIONS

PERSONAL INFORMATION

NAME	Last	First	Middle	Date
PRESENT ADDRESS				PHONE
Street		City	State	Zip Code
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, you will be required to submit a work permit or proof of graduation from high school or the equivalent, if hired.			If hired, can you provide proof that you are a citizen or national of the United States of America, a lawful permanent resident or an alien authorized to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of employment authorization status will be required if you are hired.)	
Have you worked for us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state the date you left and the reason for leaving:			We have a policy regarding the employment of relatives. (A copy is available upon request.) Do you have any relatives employed by us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give names:	

EMPLOYMENT DESIRED

Available Position desired	Date you can start, if offered employment	Compensation desired
Are you applying for: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		
Hours and days available:		
Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(The Human Resources representative will provide a description of the essential functions of the position.)</small>		
If required, are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Briefly describe your qualifications for this work and any special skills or experiences you possess that will be of special benefit in the job for which you are applying:		
Which source prompted your application? <input type="checkbox"/> Advertisement <input type="checkbox"/> Walk In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Other <input type="checkbox"/> Employee Please provide name:		

EDUCATION

NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	LIST DEGREES	GRADUATED? YES/NO
High School				
Jr. College or College				
University				
Technical or Vocational School				

REFERENCES

Please provide the name, address and telephone number of three people who would be willing to provide a business reference.

NAME/RELATIONSHIP	ADDRESS/PHONE	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

WORK HISTORY (Please fill out completely, even if accompanied by resume)

(List most recent work experience (paid or unpaid) first. Account for all time and complete all items.)

Company Name: _____ Telephone () _____				DATES EMPLOYED	
Address: _____				From Mo/Yr.	To Mo/Yr.
Street	City	State	Zip Code		
Your Title and Description of Work Performed:					
Supervisor:				May we contact this employer for reference? ___ Yes ___ No	
Reason for Leaving:					
Company Name: _____ Telephone () _____				DATES EMPLOYED	
Address: _____				From Mo/Yr.	To Mo/Yr.
Street	City	State	Zip Code		
Your Title and Description of Work Performed:					
Supervisor:				May we contact this employer for reference? ___ Yes ___ No	
Reason for Leaving:					
Company Name: _____ Telephone () _____				DATES EMPLOYED	
Address: _____				From Mo/Yr.	To Mo/Yr.
Street	City	State	Zip Code		
Your Title and Description of Work Performed:					
Supervisor:				May we contact this employer for reference? ___ Yes ___ No	
Reason for Leaving:					
Company Name: _____ Telephone () _____				DATES EMPLOYED	
Address: _____				From Mo/Yr.	To Mo/Yr.
Street	City	State	Zip Code		
Your Title and Description of Work Performed:					
Supervisor:				May we contact this employer for reference? ___ Yes ___ No	
Reason for Leaving:					

You may attach a sheet, if necessary, to provide further information regarding your work history.

CERTIFICATION

Read carefully before signing application.

I certify that the information given by me in this employment application is true and correct and contains no material omissions of any kind. I understand that any false statements or material omissions of fact made by me in this employment application or the interview process may disqualify me from employment or result in my termination. I acknowledge and understand that any offer of employment by Jordan/Central Implement Co. will be contingent upon an investigation of my background and fitness for employment, including, but not limited to, an investigation of all the information provided in this employment application. I release Jordan/Central Implement Co., its employees and agents from any and all liability for failing to hire me or terminating my employment due to false information or material omissions made by me. I authorize the companies, schools or persons named above to give to Jordan/Central Implement Co. any information regarding my employment or educational background, together with any information they may have regarding my qualifications for the job for which I am applying, whether or not it is in their records. I hereby release those companies, schools or persons and their employees and agents from any and all liability resulting from their disclosure of this information to Jordan/Central Implement Co.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement, as well as an agreement to arbitrate.

I UNDERSTAND AND AGREE THAT IF I AM HIRED, MY EMPLOYMENT RELATIONSHIP WITH JORDAN/CENTRAL IMPLEMENT CO. IS AT-WILL, WHICH MEANS THAT IT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, BY EITHER ME OR JORDAN/CENTRAL IMPLEMENT CO. In addition, if I am hired, Jordan/Central Implement Co. will have the right to impose discipline or alter my position at its discretion. I understand and agree that no representative of the Company may enter into any agreement contrary to the foregoing unless it is done by way of a specific, written agreement signed by the President of the Company.

Signed: _____

Date _____

Print Name: _____

FOR EMPLOYMENT OFFICE USE ONLY

Classification: _____

Rate: _____

Section: _____

Effective: _____