



### APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Please Print

Position(s) applying for: \_\_\_\_\_

Type of employment desired:  Full Time  Part-Time  Educational Co-op  Seasonal  Temporary

**Please read carefully before signing**

#### APPLICANT'S STATEMENT

I certify that all information I provide in order to apply for and secure work with this employer is true and accurate, and without consequential omissions of any kind whatsoever. I understand that this application will be given every consideration, but it is not a promise of employment.

I expressly authorize, without reservation, this employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), neighbors, friends, business associates, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. This inquiry includes information as to my character, education, work experience, 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 this investigation. I further authorize the Company to contact my previous employers and I authorize those employers to disclose to the Company all records pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representative, and all other persons, corporations or organizations who release information to the Company, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that the Company reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination, and a test for the presence of alcohol or drugs in my system, performed by a doctor selected by the Company. Further, I understand that at any time after I am hired, the Company may require me to submit to a physical examination, and drug and alcohol testing, to the extent permitted by law. I consent to the disclosure of the results of the physical examinations and related tests to the Company. I also understand that I may be required to take other tests, such as personality and honesty tests, prior to employment and during my employment.

If I am hired, I understand my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at any time with or without cause and with or without prior notice, and the Company reserves the same right to terminate my employment with or without cause or prior notice, except as may be required by law. No one other than the President and Board of Directors of the Company has authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing.

I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**I understand that any information provided on this application will be verified, and I further understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from employment with this Company, whenever it is discovered.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ENTIRE ABOVE STATEMENT**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

This application remains current for 120 days. At the conclusion of that time, if you have not heard from the employer and still wish to be considered for employment, it will be necessary for you to reapply and fill out a new application.



Magic City Implement, Inc. APPLICATION FOR EMPLOYMENT

Personnal Data

Instructions: PLEASE PRINT, except for the signatures required on application. Answer each question fully and accurately. No action can be taken on this application unless all questions have been answered. Use a blank sheet of paper if you do not have enough room on this application. All information you give on this application will be held in strict confidence.

Name Social Security # Present Address City State/Zip Telephone # Mobile/Beeper/Other # E-Mail Address Referral Source

How long have you lived at your present address? Years Months

What is the best time to call you at home? am pm

Have you ever applied with this company before? Yes No If yes, give date(s) and positions(s)

Have you ever been employed here before? Yes No If yes, give dates From to

Do you have any friends or relatives working here? Yes No If yes, please give name(s) and relationship to you.

Do you have a farm background? Yes No

Have you ever worked with farm equipment and/or light industrial equipment? Yes No

Have you worked for other dealers? Yes No If yes, what line of equipment?

If you are applying for a position requiring driving, please provide the following information:

Do you have a valid driver's license? Yes No

State: License #

Expiration date: Classifications:

All driving positions require license verification, a driving record check, and approval by our insurance provider.

Have you been convicted of any moving violations in the past five years? Yes No If yes, please explain

Are you legally eligible to work in this country? Yes No (Proof of eligibility will be required upon offer of employment)

If you are under 18 and it is required, can you furnish a work permit? Yes No If no, please explain

Are you able to perform the essential functions of the job for which you are applying (with or without accommo-ndations)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodations, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need information about job "essential functions" in order to respond.

Date available for work: / /

What is your desired salary range or hourly rate of pay? \$ Per

Will you work overtime if required? Yes No If no, please explain

Will you travel if the job requires it? Yes No

Are you able to meet the attendance requirements of the position? Yes No Need requirements explained.

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No If yes, please provide date(s) and details

Have you ever been bonded? Yes No

**Magic City Implement, Inc.**  
**APPLICATION FOR EMPLOYMENT**

**Educational Background**

Starting with your most recent school attended, provide the following information. Education information will be verified.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other		

**ADDITIONAL INFORMATION**

Please indicate any actual experience and/or skills you have in any of the following positions:

**OFFICE**

- Office Manager
- Bookkeeper
- Accounts Receivable
- Accounts Payable
- Payroll Clerk
- Tag / Title Clerk
- Warranty Clerk
- Data Entry
- 10 Key Operator
- Cashier
- Advertising/Promotions
- Secretary

**PARTS**

- Parts Manager
- Parts Counter
- Parts Inventory Control
- Parts Stocker
- Parts Driver/Delivery

**SALES/LEASING**

- Sales Manager
- Farm Equipment Sales Person (New)
- Farm Equipment Sales Person (Used)
- Light Industrial Equipment Sales
- F & I Manager
- Leasing Manager
- Fleet Manager
- Truck Manager

**SKILLS**

- Computer
- Telephone Answering
- Customer Service
- Record Keeping
- Typing
- Filing
- Fax Machine
- Spreadsheets

**SERVICE AND SET-UP**

- Service Manager
- Service Writer/Advisor
- Shop Foreman
- Tractor Mechanic
- Implement Mechanic
- Hydraulics Mechanic
- Small Engine Mechanic
- Machine Set-up
- Diesel Mechanic
- Refrigeration
- Truck Driver
- Painter/Detailing
- Body Repair
- Welding

**OTHER**

- Janitor
- Carpenter
- Building Maintenance

Do you have any special licensing or certification?  Yes  No

If **yes**, please summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_

**Magic City Implement, Inc.**  
**APPLICATION FOR EMPLOYMENT**

**Employment History**

**Instructions:** Starting with your most recent employer, provide the following information. List employers in consecutive order, accounting for all periods of time including military service, temporary employment, periods of unemployment, and self-employment. **Do not exclude any employers.** If self-employed, give company name and supply business references. **If you need additional space, please ask for additional employment history page. You do not need to list more than 8 employers or 20 years of work history.** Previous salary is used in the verification process and not to determine rate of pay.

Employer	Telephone # (    )		Month	Year	Month	Year
Street Address		City	State		Dates employed:    /    to    /	
<b>Compensation (Starting)</b>						
<input type="checkbox"/> Hourly <input type="checkbox"/> Salary    \$						
Commission/Bonus/Other Compensation \$						
Immediate supervisor and title (for most recent position held)				May we contact for reference?		
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		
<b>Compensation (Final)</b>						
<input type="checkbox"/> Hourly <input type="checkbox"/> Salary    \$						
Commission/Bonus/Other Compensation \$						
Why did you leave?						
Summarize the type of work performed and job responsibilities.						
What did you like most about your position?						
What were the things you liked least about the position?						

Employer	Telephone # (    )		Month	Year	Month	Year
Street Address		City	State		Dates employed:    /    to    /	
<b>Compensation (Starting)</b>						
<input type="checkbox"/> Hourly <input type="checkbox"/> Salary    \$						
Commission/Bonus/Other Compensation \$						
Immediate supervisor and title (for most recent position held)				May we contact for reference?		
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		
<b>Compensation (Final)</b>						
<input type="checkbox"/> Hourly <input type="checkbox"/> Salary    \$						
Commission/Bonus/Other Compensation \$						
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Street Address		City	State		Dates employed:    /    to    /	
<b>Compensation (Starting)</b>						
<input type="checkbox"/> Hourly <input type="checkbox"/> Salary    \$						
Commission/Bonus/Other Compensation \$						
Immediate supervisor and title (for most recent position held)				May we contact for reference?		
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		
<b>Compensation (Final)</b>						
<input type="checkbox"/> Hourly <input type="checkbox"/> Salary    \$						
Commission/Bonus/Other Compensation \$						
Why did you leave?						
Summarize the type of work performed and job responsibilities.						
What did you like most about your position?						
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Employer	Telephone # (    )		Month	Year	Month	Year
Street Address		City	State		Dates employed:    /    to    /	
<b>Compensation (Starting)</b>						
<input type="checkbox"/> Hourly <input type="checkbox"/> Salary    \$						
Commission/Bonus/Other Compensation \$						
Immediate supervisor and title (for most recent position held)				May we contact for reference?		
				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		
<b>Compensation (Final)</b>						
<input type="checkbox"/> Hourly <input type="checkbox"/> Salary    \$						
Commission/Bonus/Other Compensation \$						
Why did you leave?						
Summarize the type of work performed and job responsibilities.						
What did you like most about your position?						
What were the things you liked least about the position?						



*Magic City Implement, Inc.*  
APPLICATION FOR EMPLOYMENT

### Math Skills

The following problems measure your understanding of basic math functions. You are not to use a calculator, however you may use the sheet as scratch paper. Place a checkmark in front of the appropriate response. You will not be timed, but you should complete this section within three minutes.

1. 
$$\begin{array}{r} 348 \\ +57 \\ \hline \end{array}$$
 305  
 395  
 405  
 415

5. 
$$\begin{array}{r} 585 \\ +15 \\ \hline \end{array}$$
 500  
 590  
 600  
 610

9.  $125 \div 5 =$ 
 15  
 25  
 35  
 45

2. 
$$\begin{array}{r} 43 \\ -15 \\ \hline \end{array}$$
 28  
 32  
 38  
 42

6.  $4 \times 15 =$ 
 50  
 60  
 70  
 80

10. 
$$\begin{array}{r} 561 \\ -77 \\ \hline \end{array}$$
 411  
 474  
 484  
 486

3.  $28 \div 4 =$ 
 6  
 7  
 8  
 9

7. 
$$\begin{array}{r} 495 \\ +236 \\ \hline \end{array}$$
 731  
 741  
 751  
 761

4.  $3 \times 13 =$ 
 29  
 33  
 36  
 39

8. 
$$\begin{array}{r} 41 \\ -19 \\ \hline \end{array}$$
 19  
 20  
 21  
 22

Score |

### Vocabulary and Spelling Skills

The following questions measure your understanding of basic vocabulary and spelling. You are to place a checkmark in front of the appropriate response. You will not be timed, but you should complete this section within three minutes.

1. Which word below is spelled correctly?

- Busness       Business  
 Bisness       Biznez

2. Which word below is closest in meaning to the word "assemble"?

- Dismantle       Storage  
 Warehouse       Construct

3. Which word below is spelled correctly?

- Guarantee       Guarante  
 Garantee       Gaurantee

4. Which word is closest in meaning to the word "memorandum"?

- Typing       Manual  
 Report       Notice

5. Which word below is spelled correctly?

- Profesional       Professional  
 Perfesional       Professional

6. Which word below is closest in meaning to the word "significant"?

- Necessary       Clear  
 Impeccable       Important

7. Which word below is spelled correctly?

- Hourly       Hourely  
 Hourley       Houerly

8. Which word is closest in meaning to the word "objective"?

- Disapprove       Goal  
 Diagnose       Thing

9. Which word below is spelled correctly?

- Retale       Ritail  
 Retail       Ritale

10. Which word is closest in meaning to the word "absence"?

- Attendance       Ulcer  
 Vacancy       Appearance

Score |

**Magic City Implement, Inc.**  
**ADDITIONAL EMPLOYMENT**

<b>Employment History</b>					
Employer	Telephone #	Month	Year	Month	Year
( )		Dates employed: / to /			
Street Address	City	State	Compensation (Starting)		
			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary   \$		
Immediate supervisor and title (for most recent position held)			Commission/Bonus/Other Compensation \$		
May we contact for reference?			Compensation (Final)		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary   \$		
Why did you leave?			Commission/Bonus/Other Compensation \$		
Summarize the type of work performed and job responsibilities.					
What did you like most about your position?					
What were the things you liked least about the position?					
Employer	Telephone #	Month	Year	Month	Year
( )		Dates employed: / to /			
Street Address	City	State	Compensation (Starting)		
			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary   \$		
Immediate supervisor and title (for most recent position held)			Commission/Bonus/Other Compensation \$		
May we contact for reference?			Compensation (Final)		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary   \$		
Why did you leave?			Commission/Bonus/Other Compensation \$		
Summarize the type of work performed and job responsibilities.					
What did you like most about your position?					
What were the things you liked least about the position?					
Employer	Telephone #	Month	Year	Month	Year
( )		Dates employed: / to /			
Street Address	City	State	Compensation (Starting)		
			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary   \$		
Immediate supervisor and title (for most recent position held)			Commission/Bonus/Other Compensation \$		
May we contact for reference?			Compensation (Final)		
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Employer	Telephone #	Month	Year	Month	Year
( )		Dates employed: / to /			
Street Address	City	State	Compensation (Starting)		
			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary   \$		
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