



Bobcat[®] of York Sales & Rentals

Bobcat of York Sales & Rentals firmly commits to a policy of equal employment opportunity for all applicants and employees, consistently complying with local, state and federal laws. The Company endeavors to employ qualified persons without discrimination against race, religion, color, gender, national origin, age, physical/mental disability or veterans' status.

Date _____

Name _____
Last First Middle

Social Security # _____ - _____ - _____ Date of Birth ____/____/____
(Complete only if under age 18)

Address _____
Street Address City State Zip

Home Phone # (____) _____ What time is best to reach you? _____

Is there another phone # where you can be reached? (____) _____

E-mail address: _____

What led you to apply at Bobcat of York? _____
____ News Paper Advertisement
____ Referred by _____
____ Internet _____ Other

Have you ever worked for us before? _____ Yes _____ No

What position are you applying for? _____

Are you interested in _____ full-time or _____ part-time work? If applying for part-time work, are there any days of the week or hours when you are not available to work?

Have you ever been convicted of a crime? _____ Yes _____ No
A positive response is not an automatic bar to employment with the company. The offense for which the person was convicted in relation to the position to which they have applied will be considered.

If yes, explain. _____

EDUCATION

<u>School</u>	<u>Location</u>	<u># of Years Completed</u>
Elementary _____		
High School _____ or G.E.D. _____		
Post High School Education _____		
Degree, Certificate or Subjects Studied _____		

EMPLOYMENT HISTORY

Start with most recent employer. Include military history and rank. Include part-time positions.

If currently employed, may we contact your current employer? _____ Yes _____ No

Employer's Name _____

Address _____ Phone # (____) _____

Name & Title of Supervisor _____

Your Job Title _____

Your Duties _____

Date Hired _____ Date Left _____

Starting Rate of Pay \$ _____ per _____ Ending Rate of Pay \$ _____ per _____

Reason for Leaving _____

Employer's Name _____

Address _____ Phone # (____) _____

Name & Title of Supervisor _____

Your Job Title _____

Your Duties _____

Date Hired _____ Date Left _____

Starting Rate of Pay \$ _____ per _____ Ending Rate of Pay \$ _____ per _____

Reason for Leaving _____

Employer's Name _____

Address _____ Phone # (____) _____

Name & Title of Supervisor _____

Your Job Title _____

Your Duties _____

Date Hired _____ Date Left _____

Starting Rate of Pay \$ _____ per _____ Ending Rate of Pay \$ _____ per _____

Reason for Leaving _____

Employer's Name _____

Address _____ Phone # (____) _____

Name & Title of Supervisor _____

Your Job Title _____

Your Duties _____

Date Hired _____ Date Left _____

Starting Rate of Pay \$ _____ per _____ Ending Rate of Pay \$ _____ per _____

Reason for Leaving _____

ACTUAL EXPERIENCE IN ANY OF THE FOLLOWING DEPARTMENTS

(Please check any that apply)

SERVICE DEPARTMENT

- Service Manager
- Shop Foreman
- Tractor Mechanic
- Implement Mechanic
- Hydraulic Mechanic
- Small Engine Mechanic
- Farmstead Mechanization Tech.
- Machine Set-Up
- Electrician
- Electronics
- Diesel Mechanic
- Refrigeration
- Truck Driver
- Welding

SALES DEPARTMENT PARTS DEPARTMENT

- Sales Manager
- Farm Machinery Sales:
 New Used
- Light Industrial Equip. Sales
- Lawn & Garden Sales
- Truck Sales
- Auto Sales

OFFICE

- Office Manager
- Bookkeeper
- Cashier
- Secretary-Stenog.
- File Clerk
- Data Entry

OTHER

- Janitor
- Carpenter
- Building Maintenance

SKILLS AND KNOWLEDGE

Additional paper may be added in order to adequately answer the following questions.

How long have you worked with farm equipment? _____

Do you have a farm background? _____

Have you worked for other farm equipment dealers? Yes No
If so, what line of equipment? _____

Have you had any experience with light industrial equipment? Yes No
If so, what kind have you operated? _____

Have you worked for other industrial equipment dealers? Yes No
If so, what line of equipment? _____

Have you had experience with lawn and garden equipment? Yes No
If so, what kind have you operated? _____

Have you worked with other lawn and garden equipment dealers? Yes No
If so, what line of equipment? _____

Do you have diagnostic/repair training and experience in farm, construction, golf course, turf, or lawn/garden equipment? Yes No.
If yes, explain. _____

Do you have sales training and experience in farm, construction, golf course turf, or lawn/garden equipment? Yes No.
If yes, explain and include if your experience has been in counter sales or outside sales. _____

Do you have experience in parts inventory? Yes No.
If yes, explain. _____

Do you have clerical or accounting training and experience? Yes No.
If yes, explain. _____

If you are applying for a truck driver or outside sales position, can you provide a copy of your state driver's license and your commercial driver's license at the time of employment?
Yes No.
If no, explain. _____

Have you ever tested positive for drugs or alcohol or been issued a moving violation while professionally driving? Yes No.
If yes, explain. _____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied?
 Yes No.

PERSONAL REFERENCES (Do not list relatives or former employers)

Name Address Phone Occupation # Years Known

1. _____
2. _____
3. _____

PLEASE READ BEFORE SIGNING

At Will Employment Release

I acknowledge and understand that my employment with Bobcat of York Sales & Rentals (“the Company”) is “at will”. This means that either Bobcat of York Sales & Rentals or the employee may terminate the employment relationship, with or without notice, for any reason, with or without cause, unless required by law. Nothing in the Employee handbook or any other Company document or statement will be considered as creating guaranteed or continued employment, termination for cause, or any other guarantee or continued benefits.

Applicant Reference Release

I hereby authorize Bobcat of York Sales & Rentals (“the Company”) to contact any company, person, or educational institution I listed as a reference on my employment application. I hereby allow any company, person, or educational institute I listed as a reference on my employment application to disclose any information they may have regarding my qualifications for employment, including but not limited to employment dates, descriptions of jobs performed, salary and wage rates and personal attributes.

I agree to release and discharge Bobcat of York Sales & Rentals successors, employees, officers, and directors as well as any company, person or educational institution I have listed as a reference for all claims, liabilities, and causes of action, known or unknown, fixed or contingent, for providing or receiving any information regarding my qualifications for employment. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

The information I have provided in this Application for Employment is true, correct and complete. I understand that any false, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

The application shall be considered active for a period of time not to exceed ninety-(90) days. Any applicant wishing to be considered for employment beyond this time should submit an updated application.

I understand that the Company requires the successful completion of a drug and/or alcohol test as a condition of employment.

I fully understand and accept all terms and conditions in the above statement.

Applicant’s Signature

Date

Finch Services, Inc. Applicant Voluntary Self-Identification

Finch Services, Inc. is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status by race/ethnicity and veteran status. In extending this invitation you are also advised that (a) applicants are under no obligation to respond, but may do so if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will only be used for the necessary information to include in our Affirmative Action Program. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Sex: Male Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: Non-veteran

Please identify where you learned about an employment opportunity with this organization.

Newspaper advertisement Online recruitment source Recruiter

MD/PA Workforce Exchange Employee referral Temporary service

Business & Employment Resource Center Tech school/College placement

Other