



1956 G Avenue Red Oak, IA 51566
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EMPLOYMENT APPLICATION

Instructions: Please provide the information requested below as it applies to you at this time. If you need more space to provide the information requested, or if you would like to explain any answer you give and need more space to do so, feel free to use additional paper. If you need assistance of any type in completing all or any portion of this Employment Application, ask for help and it will be provided to you.

This company is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability.

Applicant Information

Full Name: _____ **Date:** _____
First M.I. Last

Address: _____
Street Address

_____ City State Zip Code

Phone: _____
Best Number Alternate Number

E-Mail Address: _____

Driver's License No: _____

Date Available: _____

Position Applied For: _____

Are you a citizen of the United States? ____ Yes ____ No

If no, are you authorized to work in the US? Yes (circle one) No

If so, when? _____

Have you ever been convicted of a felony? ____ Yes ____ No

If yes, explain: _____

Is there any reason that you could not perform the responsibilities of this position (e.g. lifting up to 50 lbs, occasional Saturday mornings, etc.)? Yes No
If yes, explain: _____

This position requires a valid driver's license and our insurance carrier limits qualified drivers based on number of moving violations, including seat belt infractions.

Do you currently have a valid Iowa Drivers License? (circle one) Yes No

If no, is there any reason that you would not be able to obtain one? Do you have more than one moving violation in the last 3 years? Please explain:

Do you have a Chauffeurs or CDL License? If so, circle and list expiration date: _____

Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? Yes No Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Course of Study: _____

Other: _____

Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Course of Study: _____

Describe any additional education or training you have that you believe qualifies you for this position?:

List any computer software programs or scan tools you have used and your level of proficiency:

Name of Computer Program or Scan Tool	Have Used Rarely	Use off and on; fairly comfortable with it	Use regularly; very comfortable with it

What is the minimum pay/compensation you would require to do this job? _____
 When would you be available for employment?

Previous Employment and Experience

Most Recent Employers:

Company: _____ **Phone:** _____
 Address: _____
 Job Title: _____
 Starting Salary: _____ Ending Salary: _____
 Responsibilities:

Dates of Employment, From: _____ To: _____
 Reason for leaving: : _____ Phone

Supervisor's Name: _____ Phone #: _____

May we contact your previous supervisor for a reference? ___ Yes ___ No

If No, co-worker or other person familiar with your position that we can contact:
 Name: _____ Phone #: _____

Company: _____ **Phone:** _____
Address: _____
Job Title: _____
Starting Salary: _____ **Ending Salary:** _____
Responsibilities:

Dates of Employment, From: _____ **To:** _____
Reason for leaving:

Supervisor's Name: _____ **Phone #:** _____
May we contact your previous supervisor for a reference? ___ Yes ___ No

If No, co-worker or other person familiar with your position that we can contact:
Name: _____ **Phone #:** _____

Please explain gaps in employment history:

References

Provide the names, contact information (phone, e-mail, address), and relationship of any persons we may contact as a reference for you and any information you provide in this application. References can include current or former employers, current or former teachers, co-workers, and others who know you professionally. Please refrain from listing family members or close personal friends.

Name of Individual	Contact Information	Relationship	How long you have known them

Tell us describe attributes you can bring to the job and/or something else about yourself that you believe factors in your qualifications for this position or why we should hire you:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. If this application leads to employment, I understand that I may be required to submit to a drug/alcohol test, at the expense of the employer.

Signature: _____ Date: _____

Please fill out the following page(s) that is appropriate for the position for which you want to be considered.

Please fill out if applying for Fuel Injection Technician

Describe experiences, skills or abilities you have, in particular, your use of hand tools & testing equipment, including micrometers, following specifications, either in written or computer form.

Describe experiences you have had in disassembling components and reassembling them.

Tell us about experiences you have had where cleanliness and accuracy were important.

Would you have any difficulty in performing a job that may include standing for long lengths of time? If so, please describe.

Think of any mechanical repair which you completed recently. Please write out the steps you took in troubleshooting the problem and completing the repair:

Please fill out if applying for On-Engine Technician Position

Describe experiences, skills or abilities you have, in particular, your use of scan tools, hand tools & testing equipment, following troubleshooting test procedures or electrical circuit diagrams.

Describe one of your most difficult troubleshooting experiences.

Describe one of your most difficult mechanical repairs you have completed.

Would you have any difficulty in performing a job that may include standing for long lengths of time? If so, please describe.

Think of any mechanical repair which you completed recently. Please write out the steps you took in troubleshooting the problem and completing the repair:

Have you performed truck DOT inspections? Yes No

Describe your experience with repair of brakes, including air brakes:

Describe your experience with repair of air conditioning systems:

Please fill out if you are applying for an Office/Customer Service position:

Describe your experience in working with the public and/or customer service:

Describe your experience in working with technical or service/repair situations:

Describe your experience with accounting software, mapping software, costing programs, point of purchase software, etc.

Describe in detail your use of Excel or similar software:

Think of any computer software challenge or mechanical repair which you completed recently. Describe the steps you took in troubleshooting the problem and completing the task: