

Cazenovia Equipment Co., Inc.
2 Remington Park Drive
Cazenovia, NY 13035

Application for Employment

APPLICANTS ARE REQUESTED TO COMPLETE ALL INFORMATION

In compliance with Federal and State equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job-related disability, or any other protected group status.

GENERAL INFORMATION

Date _____

Name (First, MI, Last) _____

Present Address _____

Phone Number _____ Email Address _____

Position Desired _____ Location _____

Employment Desired Full Time Part Time Seasonal/Temporary Internship

Desired Salary Range _____

How did you hear about us or the position? Please check all that apply.

- | | | |
|--|--|---|
| <input type="checkbox"/> Online Job Board | <input type="checkbox"/> Department of Labor | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Employee Referral | <input type="checkbox"/> Company Website | <input type="checkbox"/> Radio / Facebook |
| <input type="checkbox"/> Walk-In | <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Other _____ |

Do you have a legal right to be employed in the United States? Yes No

Are you over the age of 18? Yes No

Have you worked for Cazenovia Equipment Company in the past? Y No Position _____

Dates _____ Location _____

Reason for Leaving? _____

Do you have a valid driver's license? Yes No: If yes, what state? _____ What class of license? _____

Do any of your relatives or friends work for this company? Yes No If yes, who? _____

Were you referred to us by a current employee? Yes No If yes, who? _____

EDUCATIONAL BACKGROUND

Type of School	Name and Address of School	Did you graduate?	Course / Major or Degree
College			
Technical / Trade			
High School			
Other Education			

EMPLOYMENT HISTORY

(Please list your most recent position and past employment)

1.

Company Name	
Address, City, State, Zip Code	
Phone Number	Manager / Supervisor Name
Job Title	Start Date & End Date (month/year)
Duties / Responsibilities	
Reason for Leaving	May we contact this Company? <input type="checkbox"/> Yes <input type="checkbox"/> No

2.

Company Name	
Address, City, State, Zip Code	
Phone Number	Manager / Supervisor Name
Job Title	Start Date & End Date (month/year)
Duties/Responsibilities	
Reason for Leaving	May we contact this Company? <input type="checkbox"/> Yes <input type="checkbox"/> No

3.

Company Name	
Address, City, State, Zip Code	
Phone Number	Manager / Supervisor Name
Job Title	Start Date & End Date (month/year)
Duties/Responsibilities	
Reason for Leaving	May we contact this Company? <input type="checkbox"/> Yes <input type="checkbox"/> No

PROFESSIONAL REFERENCES

Name of Reference	Title / Company	Relationship	Phone

What motivates you? _____

What discourages you? _____

EXPERIENCE/PROGRAMS

- Beginner with Computers
- Ability to type with accuracy
- Familiar with Outlook
- Fluent with Computers
- Fluent with Windows / Internet
- Microsoft Word / Excel
- Point of Sale – Terminal / Sales
- Customer service
- Retail

Other _____

Other Experience (skills, awards earned, community involvement, recognition achieved, personal accomplishments)

SKILLS AND KNOWLEDGE

Do you have any diagnostic/repair training or experience with farm, construction, turf or lawn/garden equipment? Explain.

Do you have any sales experience with Agricultural or Turf Equipment? Any other sales experience? Explain.

Do you have experience in parts counter sales or parts inventory? Explain.

Do you have clerical, administrative or accounting training or experience? Explain.

List any other qualifications that would make you a good fit for a position?

Employees may be subject to environmental conditions such as heat or cold and to hazards such as chemicals, noise, moving mechanical parts, moving vehicles, electrical currents, or exposure to fumes, odors, dusts and gases.

Certain positions require repetitive wrist and hand movement. Can you perform this job duty? Yes No

Certain positions may require sitting, standing, bending, stooping, reaching, pushing or pulling. Can you perform these job duties? Yes No

Certain positions may require lifting/moving up to 75 lbs. Can you perform this job duty? Yes No

If you checked No to any of the above questions, please explain which duties cannot be performed either with or without accommodations. Please explain if any job duty restrictions other than those listed above apply. _____

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge. I understand that any misrepresentation or omission of information or facts may be grounds not to hire or may be grounds for immediate discharge if a discrepancy is discovered.

I understand that consideration for employment in certain positions may be contingent upon the results of a background check. I therefore authorize this company to investigate all statements made on my Application for Employment. I further authorize the company to contact my former employer(s) and any listed references or persons who can verify information. I give my consent for former employer(s) and other contact persons to respond to questions pertaining to information on this application, unless otherwise noted. Further, I release from liability such former employer(s) or other persons providing information to the company.

I understand that as an applicant for a position with Cazenovia Equipment Co., Inc. I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, certain positions may be conditioned on the results of a pre-employment drug test.

If Cazenovia Equipment Co., Inc. accepts me for employment, I agree to abide by the Company's policies and practices during my employment. I further agree that if I am offered a position that my employment with the Company is at-will and neither this application nor any other oral or written representations may be considered a contract for any specific period of time and that I have the right to terminate my employment at any time, and that the Company retains a similar right.

I have read and agree to the above statements:

Applicant's Signature

Date