

APPLICATION FOR EMPLOYMENT



www.garton-tractor.com

Last Name,

First

M.I.

____/____/____
Date

NOTICES TO JOB APPLICANT

EQUAL OPPORTUNITY. It is the policy of the Company to make all employment decisions without regard or consideration for any individual's race, religious creed, color, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (meaning cancer or genetically related disease or disorder), marital status, gender, sexual orientation, gender identity, age (meaning over 40), or pregnancy, childbirth, or related medical conditions. Except if there is a bona fide occupational qualification or a business necessity that is reasonably necessary to secure the safe and efficient operation of the business, equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and termination. The Company does not tolerate any illegal discrimination or harassment, whether verbal, physical or visual. If you believe that you have been treated unfairly or harassed in anyway during this employment application process, please call **Kimberly Garcia at (209) 632 - 3931** immediately. The Company prohibits retaliation by anyone against those who make a report of suspected unfair treatment or harassment.

AT-WILL EMPLOYMENT. Employment at the Company is at the will of the Company and the employee. An employee can quit at any time for any reason, with or without notice. The Company can dismiss an employee at any time for any reason, with or without notice. Only the President of the Company can enter into employment contracts on behalf of the Company that modify this "at will" relationship. Any employment contract must be in writing.

PHYSICAL EXAMS & DRUG TESTING. All job offers are conditional upon passing, to the satisfaction of the Company; both of the following post-offer, pre-employment tests:

Physical Exam Drug Test

DMV PRINT OUTS. If the job being applied for requires the driving of a vehicle on public roads, then all job offers are conditional upon the applicant providing a DMV printout showing authorization to drive and ability to be insured at standard rates.

LICENSING. If the job being applied for requires the employee to hold some kind of governmental or educational licensing or certificate, then the job offer is conditional upon the applicant providing proof of proper licensing or credentialing.

CREDIT CHECK / BACK GROUND INVESTIGATION. The Company requires a credit check and/or back ground investigation to **confirm and help insure that the applicant, if hired, is and will likely remain free from circumstances that might adversely affect the employee's good judgment and honesty.** A separate authorization for the credit check and/or back ground investigation will be presented to the job applicant and any job offer is conditional upon there being nothing of concern in the credit check and/or back ground investigation.

RIGHT TO WORK IN U.S. All job offers are conditional upon the job applicant providing proper proof of his or her right to work in the United States, and, if applicable, right to work as a minor.

HANDBOOK. All employees are subject to the policies contained in the employee handbook. All job applicants may review a copy of the handbook if they ask to do so. The handbook is property of the Company and applicants may not take the handbook off Company premises.

MISREPRESENTATIONS. The Company is relying on the information that you provide on this Application, in the documents you provide to the Company, and during any interview(s). You must complete the application fully to be considered for a job. If you knowingly make any misrepresentation or omission, your application and any job offers may be withdrawn; and, if the falsehood is not discovered until after you are employed, then your employment may be terminated for lack of honesty at any time after your employment begins.

(Please Print) First Name		Middle Name	Last Name	
Street Address		City	State	Zip
Mailing Address (if different from above)		City	State	Zip
List other names used in past::				
Home Phone:		Work Phone:	Cell Phone:	
List the position are you applying for:				
Can you provide proof of your legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If no, can you provide proof of your legal authorization to work as a minor? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever been convicted by any court of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you currently out on bail or on your own recognizance pending a trial? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>You need not list minor traffic violations for which the fine was \$500 or less or any offense that does not have to be disclosed to the potential employers by law, such as a misdemeanor marijuana offense over two years old or sealed or expunged criminal files. If your answer is yes, list all offenses on the back of the application giving date, location, nature, and disposition for each. A conviction will not necessarily disqualify you from a job.</i>				
If you are applying for a position that requires you to drive a vehicle on public roads, has your driver's license ever been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>If your answer is yes, list all offenses on the back of the application giving date, location, nature, and disposition for each. You need not list offenses that are sealed or expunged. A suspension or revocation will not necessarily disqualify you from a job.</i>				
List your availability for work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Other: _____				
Date first available for work:		Asking wage:		
How did you learn about us? <input type="checkbox"/> Ad <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Other _____				

Employment Experience -- List your present or last job and go backwards. If you need additional space, please continue on a separate sheet of paper. You may attach a resume, but the following still needs to be completed.

Employer Name:				
Address:		City:	State:	Zip:
Telephone Number:				
Dates Employed:	Starting:		Ending:	
Wage Rate:	Starting:		Ending:	
Job Title:		Supervisor's Name:		
Job Duties:				
Describe any specialized training, apprenticeship, or skills you received at this job:				
Reason for Leaving:				

Employer Name:		
Address:		City: State: Zip:
Telephone Number:		
Dates Employed:	Starting:	Ending:
Wage Rate:	Starting:	Ending:
Job Title:		Supervisor's Name:
Job Duties:		
Describe any specialized training, apprenticeship, or skills you received at this job:		
Reason for Leaving:		

Employer Name:		
Address:		City: State: Zip:
Telephone Number:		
Dates Employed:	Starting:	Ending:
Wage Rate:	Starting:	Ending:
Job Title:		Supervisor's Name:
Job Duties:		
Describe any specialized training, apprenticeship, or skills you received at this job:		
Reason for Leaving:		

Explanation of Gaps in Employment – Please explain why you were not employed if there are gaps in your employment history. (Use back of sheet if necessary)

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Explanations of Terminations – If you ever had your employment terminated or if you ever quit in lieu of being terminated, please explain. (Use back of sheet if necessary)

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Prior Addresses – Please list your prior places of residence for the past 5 years. (Use back of sheet if necessary)

1. _____	City: _____	State: _____
2. _____	City: _____	State: _____
3. _____	City: _____	State: _____

Education – List your education, starting with high school. Start with the last school you attended if you did not graduate from high school.

Name of School:	Last Grade Completed:
Type of School: <input type="checkbox"/> Elementary <input type="checkbox"/> Jr High <input type="checkbox"/> High School <input type="checkbox"/> Trade <input type="checkbox"/> College <input type="checkbox"/> Post-Graduate	
Location of School:	
Diploma / Degree Earned: <input type="checkbox"/> General <input type="checkbox"/> GED <input type="checkbox"/> Other (describe):	
Describe Course Of Study:	
*Describe any specialized training, skill building, or apprenticeship activities you engaged in:	
*Describe any honors you have received:	

Name of School:	Last Grade Completed:
Type of School: <input type="checkbox"/> Elementary <input type="checkbox"/> Jr High <input type="checkbox"/> High School <input type="checkbox"/> Trade <input type="checkbox"/> College <input type="checkbox"/> Post-Graduate	
Location of School:	
Diploma / Degree Earned: <input type="checkbox"/> General <input type="checkbox"/> GED <input type="checkbox"/> Other (describe):	
Describe Course Of Study:	
*Describe any specialized training, skill building, or apprenticeship activities you engaged in:	
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Type of School: <input type="checkbox"/> Elementary <input type="checkbox"/> Jr High <input type="checkbox"/> High School <input type="checkbox"/> Trade <input type="checkbox"/> College <input type="checkbox"/> Post-Graduate	
Location of School:	
Diploma / Degree Earned: <input type="checkbox"/> General <input type="checkbox"/> GED <input type="checkbox"/> Other (describe):	
Describe Course Of Study:	
*Describe any specialized training, skill building, or apprenticeship activities you engaged in:	
*Describe any honors you have received:	

**You do not have to include any information that may indicate your race, color, gender, national origin, disability, or other legally protected status.*

Language Skills – This is optional. If you desire to let us know of your ability to interact with non-English speakers, please indicate any languages, other than English, that you can speak, read, and/or write.

LIST LANGUAGE	FLUENT	GOOD	FAIR
	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

Special Skills and Qualifications – Provide any additional information, such as special skills and qualifications not already mentioned, that you feel may be helpful in considering your application.

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Schedule Availability

- Full Time – I am available and desire to work full-time (35-40 hours).
- Part Time – I am available and desire to work part-time (less than 35 hours).

List work schedule restrictions below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
I am NOT Available:	<input type="checkbox"/> All Day From: To:	<input type="checkbox"/> All Day From: To:	<input type="checkbox"/> All Day From: To:	<input type="checkbox"/> All Day From: To:	<input type="checkbox"/> All Day From: To:	<input type="checkbox"/> All Day From: To:	<input type="checkbox"/> All Day From: To:
Comments:							

NOTE: Work schedules are subject to change, and overtime may be required. No one is hired for any guaranteed number of hours or work times.

Relatives and Friends - List the names of all of your relatives and friends currently working for us. No one will be discriminated against solely for having relatives or friends working for us. However, we have a policy prohibiting an employee from supervising or being supervised by a relative or romantic partner. In addition, supervisors cannot date or be involved in romantic relationships with subordinates. If the job you are applying for would violate one of our policies, it could disqualify you from being hired.

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References – Please provide three references that can provide information about your work skills and work habits.

Name:	Phone Numbers
Address:	Work:
Place of Employment:	Home:
Current or Past Relationship: <input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Worker <input type="checkbox"/> Friend <input type="checkbox"/> Other (specify):	

Name:	Phone Numbers
Address:	Work:
Place of Employment:	Home:
Current or Past Relationship: <input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Worker <input type="checkbox"/> Friend <input type="checkbox"/> Other (specify):	

Name:	Phone Numbers
Address:	Work:
Place of Employment:	Home:
Current or Past Relationship: <input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Worker <input type="checkbox"/> Friend <input type="checkbox"/> Other (specify):	

APPLICANT'S SIGNATURE

I hereby state that the information provided by me in this application is true and accurate. I also state that I am fully qualified and able to perform the job being applied for, except as I have written above. I also state that I have read and understand the Company policies contained in this application.

Sign: _____ Date: _____

Separate Authorization for Release of Information and Waiver of Potential Claims

To Whom It May Concern:

I am applying for a job with **GARTON TRACTOR, INC.** whose phone number is

1-800-286-0490 (hereinafter, "Company").

I hereby authorize the Company to contact the references, past employers, schools, and training institutions listed in the Employment Application (and my resume) or any other person or entity that may have information about my (1) prior employment, or (2) educational experiences, or (3) statements contained in this Application.

I hereby authorize any references, past employers, schools, and training institutions listed in my Employment Application (and my resume) to release to the Company all information about my (1) prior employment, or (2) educational experiences, or (3) statements contained in the Employment Application (and my resume). I hereby waive any potential claim that I may have against any references, past employers, schools, and training institutions listed in my Employment Application (and my resume), and their employees, officers, and directors, for providing information about me to the Company.

I hereby agree to waive any claim that I may have against the Company and to defend and hold the Company harmless from any and all claims that may arise from the Company contacting any person or entity described in this release.

A copy or facsimile of this Authorization may be treated and relied upon as if it were an original.

Applicant's Signature

Date