



EMPLOYMENT APPLICATION

RDO Equipment Co. is an Equal Opportunity Employer and selects the best matched individual for each position based upon job related qualifications regardless of race, color, religious creed, national origin, sex, disability, age, sexual orientation, marital status, status with regard to public assistance, status as a disabled veteran or veteran of the Vietnam era or any other protected status. No question on this form is intended to secure information to be used for such discrimination.

Name: _____ Date: _____

Position Applying for: _____ Salary Desired: _____

• Preferred Name: _____

• Address: _____
Street City State/Zip

• Primary Phone: _____ Alternate Phone (please specify type) _____

• E-mail Address: _____

• Are you seeking: Full Time Part Time If Part Time, what hours can you work? _____

• Are you 18 years of age or older? Yes No _____

• Are you legally eligible to work in the U.S.? Yes No _____

• Would your employment eligibility be contingent on RDO Equipment Co. sponsoring or transferring your work visa? Yes No _____

• Have you ever been convicted of a felony? If yes, please explain. _____

• Would you be willing to work overtime if asked? Yes No Would you be willing to relocate? Yes No _____

• Do you have another job that you would like to keep if you become employed by RDO Equipment Co.? If yes, please explain. _____

• Have you been employed with RDO previously? Yes No If yes, location: _____

• Approximate dates (Month & Year): _____ Job Title: _____

• How did you hear of this position for which you are applying? _____

Work History

Please start with present or most recent employer.

1. **Company Name:** _____ **Telephone:** _____

Address: _____

Job Title Start: _____ **Job Title Final:** _____
Street City State/Zip

Supervisor (Name & Title): _____

Key responsibilities: _____

Reason for leaving: _____

Dates of Employment: From (Month & Year) _____ To (Month & Year) _____

Starting Salary:

Ending Salary:

May we contact this employer? Yes No

2. **Company Name:**

Telephone:

Address:

Street

City

State/Zip

Job Title Start:

Job Title Final:

Supervisor (Name & Title):

Key responsibilities:

Reason for leaving:

Dates of Employment: From (Month & Year)

To (Month & Year)

Starting Salary:

Ending Salary:

May we contact this employer? Yes No

3. **Company Name:**

Telephone:

Address:

Street

City

State/Zip

Job Title Start:

Job Title Final:

Supervisor (Name & Title):

Key responsibilities:

Reason for leaving:

Dates of Employment: From (Month & Year)

To (Month & Year)

Starting Salary:

Ending Salary:

May we contact this employer? Yes No

Education

• **High School** (Name & Location):

Course of Study

Did you graduate?

Yes

No

Years Completed

Degree or Diploma

• **College** (Name & Location):

Course of Study

Did you graduate?

Yes

No

Years Completed

Degree or Diploma

• **Graduate** (Name & Location):

Course of Study	Did you graduate?	Yes	No	Years Completed
Degree or Diploma				

• **Business or Trade** (Name & Location):

Course of Study	Did you graduate?	Yes	No	Years Completed
Degree or Diploma				

• **Complete this section if you served in the U.S. Armed Forces:**

Describe your duties and any special training as it relates to the position for which you are applying:

Branch of Service: _____ Rank at discharge: _____

Additional

• List Your Five Key Strengths:

• Technical Societies:

• Special Computer Skills:

• Professional Credentials (Licenses):

• Languages:

References

Name: _____ Phone: _____

Occupation: _____ Years Known: _____

Name: _____ Phone: _____

Occupation: _____ Years Known: _____

Name: _____ Phone: _____

Occupation: _____ Years Known: _____

RDO Equipment Co.

Please use the space below to summarize any additional information you wish to better describe your qualifications, experience or strengths.

Agreement

I certify that the answers given to the questions on this application are true and correct to the best of my knowledge and belief and if employed, I agree to abide by the policies, procedures and guidelines of RDO Equipment Co. I authorize investigation of all statements contained in this application and of my background, including my employment history, education and professional credentials. I agree that making any false or misleading statements in this application will be sufficient cause for discharge. I understand that if offered employment, I will be required to submit to a pre-employment drug screening and background check as a condition of employment.

Signature of Applicant:

Date:

RDO Equipment Co. is not responsible for the verification of data provided and shall not be liable for any errors, factual, transcription or otherwise, contained in the information posted.