

Vermeer

Application for Employment

Vermeer Mfg. Co., Box 200, Pella, IA 50219

Date _____

PERSONAL INFORMATION

Name _____ Social security number _____
(last) (first) (middle)

Address _____
(street) (city) (state) (zip code)

Telephone _____ Alternate number where you can be reached _____

Position desired _____ Shift preference 1st 2nd 3rd Any Date available _____

Have you ever been employed by Vermeer before? _____ When? _____ What capacity? _____

FORMER EMPLOYMENT (List present or most recent position first.)

1. Name of employer _____ Type of business _____
Address _____ Date employed _____ Date left _____
Job title _____ Starting salary _____ Ending salary _____
Reason for leaving _____ Name and title of supervisor _____

Describe your duties: _____

2. Name of employer _____ Type of business _____
Address _____ Date employed _____ Date left _____
Job title _____ Starting salary _____ Ending salary _____
Reason for leaving _____ Name and title of supervisor _____

Describe your duties: _____

3. Name of employer _____ Type of business _____
Address _____ Date employed _____ Date left _____
Job title _____ Starting salary _____ Ending salary _____
Reason for leaving _____ Name and title of supervisor _____

Describe your duties: _____

1. Are you at least 18 years of age? _____yes _____no

2. How many days in the past year were you absent from work or school? _____
Please explain _____

3. Have you ever been discharged from any position? _____yes _____no Please explain _____

4. Have you ever been convicted of a felony? _____yes _____no If yes, explain _____

5. Relative employed at Vermeer Manufacturing _____

6. Do you have a legal right to work in the United States? _____yes _____no

Has a copy of the job requirements for the positions for which you applied been made available to you for your review? _____yes _____no. If yes, are you able to perform these tasks with or without an accommodation? _____yes _____no. If you can perform the tasks with an accommodation, explain how you would perform these tasks and with what accommodations _____

APPLICANT SURVEY

To the Applicant:

Vermeer Manufacturing Co., has a strong commitment to the principles of Equal Employment Opportunity and Affirmative Action. To ensure our EEO/AA programs meet federal and state requirements, we must collect information about applicants for employment. This information is used only for program reporting purposes and is retained separately from your employment application and/or resume. Please do not identify yourself on this form.

The completion of the survey form is voluntary and does not affect your application for employment. Thank you for your cooperation.

Position applied for: Administrative Sales Clerical Production

Sex: Male Female Veteran of Vietnam Era: Yes No

If you have a disability which you feel may limit your ability to perform any of the essential job functions, please describe the nature and degree of your disability, and describe how your disability can be reasonably accommodated.

Your Race or Ethnicity:

- White (not of Hispanic origin) - All persons having origin in any of original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin) - All persons having origin in any of the Black racial groups of Africa.
- Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander - All persons having origin of any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.
- American Indian or Alaskan Native - All persons having origin in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

How Did You Learn About This Job?

- Employee Self Agency Newspaper/Periodical Other _____

EDUCATION

Name of school	Location	Number of years attended	Did you graduate?	Course or major subject or degree
High school				
College or university				
Business, trade school or graduate work				

Office Experience

Typing _____ Words per minute _____
 Computers _____ Type _____
 Bookkeeping _____ Years _____
 Dictation _____ Words per minute _____

Office Equipment Experience

_____ Typewriter
 _____ Computer
 _____ Adding machine
 _____ Calculator

PERSONAL REFERENCES (Not relatives or persons for whom you have worked.)

Name	Address	Phone number	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____

I understand that if I am hired by Vermeer Manufacturing Company, I will be an employee at will; that is I may be terminated at any time, for any reason. There is no guarantee that I will remain employed for a particular term.

Applicant's signature _____

I hereby grant Vermeer permission to investigate my suitability for employment based on the information contained herein, or otherwise, except where my written statement upon this form requests that no investigation be made.

All statements made by me in connection with this application are true and correct. If employed, any false information given herein will be considered sufficient cause for termination of employment. I understand that a condition of employment is a post offer preemployment physical, which includes a drug test.

Applicant's signature _____

Vermeer Manufacturing Company is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, age, disability or veteran status.

THIS BOX FOR OFFICE USE ONLY

INTERVIEWER'S COMMENTS:	DATE OF HIRE
	JOB TITLE
	SALARY
	STATION
	HIRED BY
	APPROVED PERSONNEL DEPT.



Authorization to Investigate Applicant/Employee

I understand that investigative background inquiries are to be made on myself, including but not limited to social security consumer credit, criminal, civil, driving record, banking, financial, insurance, employment, education, drug testing and other records and reports. I hereby authorize _____, and it's agent (National Search and Discovery), officers, directors and employees to make inquiries relating to my background, work habits, job performance and experience from current and prior employers along with reasons for termination of past employment. This information is to be gathered in accordance with the Driver's Protection Act and the Americans with Disabilities Act.

According to the Fair Credit Reporting Act (Law 91-508) Subsection 604: Permissible purposes of consumer reports. 606: Disclosure of investigative consumer reports. 613: Public record information for employment purposes.

If my application is declined due to this compiled information, I understand that this information will be disclosed to me, along with the name and address of the agency that compiled the information.

I authorize, without reservation, and direct any party or agency contacted in this investigation to furnish the above mentioned information. I hereby further certify that a photocopy of this authorization may be considered as valid as the original.

By signing this authorization, I hereby release and discharge Vermeer of Colorado

National Search & Discovery, the parents and affiliates officers, entities, their employees, agents, officers, directors and any party or agency contacted from any and all claims that may now and in the future arise from or are in any way related to information obtained during these inquiries.

Applicant's Full Name (printed) _____

Date _____

Applicant's Signature _____

Address	City	State	Zip Code
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Social Security Number _____

Drivers License Number _____

Date of Birth _____

State of Issue _____

Other Names Used _____

- SS TRACE
- CREDIT
- MVR REQUEST
- WORKERS COMP.
- COMP. CRIMINAL

- STATE CRIMINAL ONLY
- FEDERAL CRIMINAL ONLY
- COUNTY CRIMINAL ONLY
- SEX OFFENDER ONLY
- EMPLOYMENT VERIFICATION

- (INCLUDE RESUME/APPLICATION)
- EDUCATION VERIFICATION
- (INCLUDE RESUME/APPLICATION)
- PROFESSIONAL LICENSE CHECK
- LIST TYPE/STATE OF LICENSE

