**Platte Implement Company**
700 E 7th St · PO Box 678 · Platte, SD 57369
Phone 605-337-3471

# APPLICATION FOR EMPLOYMENT

*Return completed application to: Keith Anderson, keithanderson@midstatesd.net, or drop it off at the dealership.*

*Platte Implement Company considers qualified applicants for all positions without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, veteran status, or any other legally protected status.*

Date of Application: _____ Position(s) Applied For: _____

| Last Name | First Name | Middle |
|---|---|---|
| | | |

| Street Address | City | State | Zip |
|---|---|---|---|
| | | | |

| Phone | Email |
|---|---|
| | |

How did you hear about this job? ☐ Newspaper ☐ Facebook ☐ Website ☐ Word of mouth ☐ Other: _____

Have you filed an application here before? ☐ Yes ☐ No Date: _____

Have you ever been employed here before? ☐ Yes ☐ No Date: _____

Are you currently employed? ☐ Yes ☐ No

May we contact your current or most recent employer regarding your qualifications? ☐ Yes ☐ No

Are you legally authorized to work in the U.S.? ☐ Yes ☐ No

Will you now or in the future require visa sponsorship? ☐ Yes ☐ No

On what date would you be able to begin work? _____ Desired pay: _____

Are you available to work? ☐ Full-Time ☐ Part-Time

Are you available 4 days a week, 8:00–12:00 and 1:00–5:00, on-site in Platte? ☐ Yes ☐ No

Are you currently on lay-off status and subject to recall? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No

If yes, explain: _____

A conviction will not automatically disqualify you; we consider the nature of the offense, when it occurred, and how it relates to the job.

Do you possess a valid driver's license? ☐ Yes ☐ No State: _____

Do you possess a valid commercial driver's license (only if required for the position)? ☐ Yes ☐ No

Should the job you are applying for require the above licenses, can you obtain them? ☐ Yes ☐ No

Can you perform the essential functions of this job, with or without reasonable accommodation? ☐ Yes ☐ No

**OFFICE / BOOKKEEPING SKILLS**

| | |
|---|---|
| Accounting software used | ☐ QuickBooks ☐ ASPEN ☐ Other dealer system: |
| Years of bookkeeping experience | |
| Experience with | ☐ AP ☐ AR ☐ Payroll ☐ Bank Reconciliation |
| Excel / spreadsheet skill | ☐ Basic ☐ Intermediate ☐ Advanced |
| 10-key / data entry | ☐ Yes ☐ No Speed (if known): _____ |

# EMPLOYMENT EXPERIENCE

*List each job held. Start with your present or last job. Include military service assignments and volunteer activities. (Exclude groups which indicate race, color, religion, sex, national origin, age, disability, or other protected status.)*

**A. Current or most recent position:**

| | | | |
|---|---|---|---|
| Dates of employment: From (mo/yr) | To (mo/yr) | Total Years | |
| Job Title | | Type of Business | |
| Employer | | Phone | |
| Employer's Address: | | | |
| Supervisor's name and address: | | | |
| Number of employees you supervised | | Average hours worked per week | ☐ 1-30 ☐ 31-49 ☐ 50+ |
| Reasons for leaving: | | | |
| Complete description of duties: | | | |
| May we contact this employer? ☐ Yes ☐ No | | | |

**B. Next previous position:**

| | | | |
|---|---|---|---|
| Dates of employment: From (mo/yr) | To (mo/yr) | Total Years | |
| Job Title | | Type of Business | |
| Employer | | Phone | |
| Employer's Address: | | | |
| Supervisor's name and address: | | | |
| Number of employees you supervised | | Average hours worked per week | ☐ 1-30 ☐ 31-49 ☐ 50+ |
| Reasons for leaving: | | | |
| Complete description of duties: | | | |
| May we contact this employer? ☐ Yes ☐ No | | | |

**C. Next previous position:**

| | | | |
|---|---|---|---|
| Dates of employment: From (mo/yr) | To (mo/yr) | Total Years | |
| Job Title | | Type of Business | |
| Employer | | Phone | |
| Employer's Address: | | | |
| Supervisor's name and address: | | | |
| Number of employees you supervised | | Average hours worked per week | ☐ 1-30 ☐ 31-49 ☐ 50+ |
| Reasons for leaving: | | | |
| Complete description of duties: | | | |
| May we contact this employer? ☐ Yes ☐ No | | | |

# EDUCATION

| | High School | College / Technical | Graduate / Professional |
|---|---|---|---|
| School Name & Location | | | |
| Highest level completed | | | |
| Diploma / Degree / Certificate earned | | | |

Describe Course of Study: _____

Describe Specialized Training, Apprenticeship Skills and Extra Curricular Activities: _____

List professional, trade, business or civic activities and offices held. (Exclude groups which indicate race, color, religion, sex, national origin, age, ancestry, disability, or other protected status.)

_____

_____

**REFERENCES**

Give name, address and phone number of three references not related to you.

| | Name | Address | Phone |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |

State any additional information you feel may be helpful to us in considering your application.

_____

_____

**VERIFICATION**

Platte Implement Company may verify the information in this application, including contacting your references, past employers, and schools. Any background or credit report will be requested only after you receive a separate written disclosure and sign a separate authorization.

**AGREEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of Platte Implement Company. I understand this application is not a contract of employment. Employment is at will and may be ended by either party at any time, with or without cause or notice. Any introductory period does not change this.

_____ _____

Signature of Applicant Date

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