****

**EMPLOYMENT APPLICATION**

***\*\*\* Please Print \*\*\****

***Return to: Human Resources, PO Box 409, Sleepy Eye, MN 56085 OR Fax: 507-794-3056***

Miller Sellner is an Equal Employment Opportunity employer. It is the policy of this company to comply with all applicable federal, state, and local laws prohibiting discrimination in employment based on race, age, color, gender, religion, creed, national origin, disability, pregnancy, veteran status, military service, genetic information, sexual orientation, familiar status, status with regard to public assistance, membership or activity in a local commission, or any other protected status under federal, state, or local laws. Miller Sellner will strive to accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential functions of a job.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| ***APPLICANT INFORMATION*** | | | | | | | |
| Last Name: | | | First: | | | Middle: | |
| Street Address: | | | | | | PO Box: | |
| City/State/Zip: | | | | | | | |
| Cell #: | | | | Home Phone #: | | | |
| Email Address: | | | | | | | |
| Position Applying For: | | | | | Location: | | |
| Date Available to Start: | | | | | Are you under 18 years of age?  Yes  No | | |
| Type of work seeking:  Full-time  Part-time  Seasonal  Internship  Casual (Student Employment) | | | | | | | |
| Have you ever worked for this company? | | Yes  No | | | | | |
| If so, when and where: | |  | | | | | |
| Are you a U.S. citizen? | Yes  No | If no, are you authorized to work in the U.S.? | | | | | Yes  No |
|  | | | | | | | |

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| --- | --- | --- |
| ***EDUCATION*** | | |
| High School: | Address: | |
| Did you graduate:  Yes  No | Degree: |
| College: | Address: | |
| Did you graduate:  Yes  No | Degree: |
| Other: | Address: | |
| Did you graduate:  Yes  No | Degree: |
| ***LIST ANY SPECIAL SKILLS, QUALIFICATIONS, AND CONSIDERATIONS:*** | | |
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| --- | --- |
| ***PROFESSIONAL REFERENCES*** | |
| **Please provide 3 professional references (people you have worked for or with) that ARE NOT RELATED TO YOU** | |
| Name: | Relationship: |
| Address: | Years Known: |
| City/State/Zip | Phone #: |
|  | |
| Name: | Relationship: |
| Address: | Years Known: |
| City/State/Zip | Phone #: |
|  | |
| Name: | Relationship: |
| Address: | Years Known: |
| City/State/Zip | Phone #: |
|  | |

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| --- | --- | --- | --- |
| ***PREVIOUS EMPLOYMENT*** | | | |
| **Please list most current employer first** | | | |
| Company: | | | Job Title: |
| Address: | | | Supervisor: |
| City/State/Zip: | | | Phone #: |
| From (mo/yr): | To (mo/yr): | Reason for leaving: | |
| Starting Salary: | Ending Salary: | May we contact for a reference?  Yes  No | |
| Responsibilities: | | | |
|  | | | |
| Company: | | | Job Title: |
| Address: | | | Supervisor: |
| City/State/Zip: | | | Phone #: |
| From (mo/yr): | To (mo/yr): | Reason for leaving: | |
| Starting Salary: | Ending Salary: | May we contact for a reference?  Yes  No | |
| Responsibilities: | | | |
|  | | | |
| Company: | | | Job Title: |
| Address: | | | Supervisor: |
| City/State/Zip: | | | Phone #: |
| From (mo/yr): | To (mo/yr): | Reason for leaving: | |
| Starting Salary: | Ending Salary: | May we contact for a reference?  Yes  No | |
| Responsibilities: | | | |
|  | | | |

***Attach additional page(s), if needed***

***Please check all those you have any actual experience in:***

|  |  |  |
| --- | --- | --- |
| **SERVICE DEPARTMENT** | **SALES DEPARTMENT** | **PARTS DEPARTMENT** |
| Service Manager | Sales Manager | Parts Manager |
| Shop Foreman | Farm Machinery Sales:  New  Used | Parts Clerk |
| Tractor Mechanic/Technician | Light Industrial Equipment Sales | Parts Inventory Control |
| Farm Implement Mechanic/Technician | Outdoor Power Equipment Sales | Shipping |
| Combine Mechanic | Truck and/or Auto Sales | Receiving |
| Planter Mechanic/Technician | Recreational Equipment Sales |  |
| Diesel Mechanic/Technician | GPS Sales |  |
| Truck Mechanic/Technician | **BUSINESS OFFICE** | **OTHER** |
| Powersports Mechanic/Technician | Office Manager | Janitor / Custodial |
| Small Engine Mechanic/Technician | Bookkeeper / Accountant | Carpenter |
| Machinery Set-up | Secretary / Receptionist | Building Maintenance |
| GPS Technician | Human Resources | Grounds Maintenance |
| Warranty Administration | Environmental, Health, & Safety | Security |
| Truck Driver | Marketing | Safety Inspections |
| Welding | IT / Website Maintenance | Scheduling |

***Please read carefully and sign below:***

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| **I certify** that all answers and statements I have made on this application, resume, or other supplementary materials are true and complete without omissions. |
| **I understand** that this application is no an offer of employment and no promised or representations of employment have been made to me at this time. This application is valid for ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from the date signed, I will submit a new application. |
| **I also understand** that no representative of Miller Sellner has authority to enter into an employment agreement for any specified period of time or to assure me of any future position, benefits, or terms and conditions of employment except as specifically stated in a current written agreement signed by the President or CEO. |
| **I-9 Employment Eligibility Verification:** I understand that I will need to furnish proof of identity and eligibility to work in the United States upon being hired to comply with Department of Homeland Security and U.S. Citizenship and Immigration Services requirements. |
| **Employment at Will:** I understand that just as I am free to resign at any time; and the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary. |
| **I understand** that any and all information provided as part of this application is subject to verification and that any false, misleading, or concealed information will disqualify me from consideration for employment and constitute grounds for immediate dismissal should I be employed by Miller Sellner. |
| **I have read, understand, and agree with the above statements.** |
| **Signature of Applicant: Date:** |