



APPLICATION FOR EMPLOYMENT AN EQUAL OPPORTUNITY EMPLOYER

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Please print answers to the following questions. To be considered for employment, all items must be completed.

Position Desired: _____ Date: _____

Date available to start work: _____

PERSONAL DATA

Name: _____
 (print) Last First Middle

Address: _____
 Street

Address: _____
 City State Zip

Phone: _____ Email: _____

Are you 18 years of age or older? YES NO

Are you legally authorized to work in the United States? YES NO

Have you ever worked for Hoglund Bus Co.? YES NO

If yes, list dates & position held: _____

Do you have any friends, relatives, other than spouse, working here? YES NO

If yes, list name and relationship: _____

How would you get to and from work? _____

Do you have a valid drivers license? YES NO

 License Number State Issued Expiration Date



CRIMINAL CONVICTIONS TRAFFIC VIOLATIONS

Minnesota law prohibits us from asking you about criminal convictions and traffic violations on this employment application.

We will ask about them if you are selected for an interview or if we make you a conditional offer of employment.

Your criminal convictions or traffic violations may cause us not to offer you employment. Surrounding circumstances will be considered including age, date of conviction, seriousness and nature of the crime.

EDUCATION RECORD

Type of School	Name and Address	# of years completed	Graduated	Course of Study/Major
High School	_____		YES	_____
	_____		NO	_____
College	_____		YES	_____
	_____		NO	_____
Vocational or Trade	_____		YES	_____
	_____		NO	_____
Other Education or Training	_____		YES	_____
	_____		NO	_____

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of all of your previous employers in chronological order with present or last employer first. Do not omit any past employer. Be sure to account for all periods of time including military service, and any period of unemployment. If more space is needed, please attach an additional page to this application.

Name of employer: _____	Employed: From (mo & yr)	Pay: Start \$	Position: _____	Reason for Leaving: _____
Address: _____ _____ _____	To (mo & yr)	Final \$	Supervisor: _____	_____
	Phone of previous employer: _____			



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Address: _____ _____ _____	To (mo & yr)	Final \$	<u>Supervisor:</u> _____ _____	_____
	Phone of previous employer: _____			

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Address: _____ _____ _____	To (mo & yr)	Final \$	<u>Supervisor:</u> _____ _____	_____
	Phone of previous employer: _____			

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Address: _____ _____ _____	To (mo & yr)	Final \$	<u>Supervisor:</u> _____ _____	_____
	Phone of previous employer: _____			

Have you ever been discharged, laid off, or asked to resign from any job? YES NO

If yes, please explain circumstances: _____

Please explain fully any periods in your employment history where you were not employed: _____

May we contact your current employer? YES NO If no, please explain: _____



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PERSONAL REFERENCES

Please list persons who have known you for at least one year - not previous employers or relatives.

Name:	Occupation:	Address:	Phone:	# of years known:

I certify that the information provided on this application is true and complete. I agree that if there is any misrepresentation or omission concerning the information on this application, any offer of employment to me may be withdrawn, and if I have already been hired, my employment may be terminated.

I understand that any offer of employment by this dealership is contingent upon (1) my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States, (2) successful completion of any pre-placement physical exam and/or drug alcohol test that may be required by the dealership, (3) proof of a valid driver's license and satisfactory driving record. I understand that my employment may be terminated at any time if the dealership determines or is notified by its insurer that I do not have a valid driver's license or a satisfactory driving record.

No promises concerning the nature or length of my employment have been made to me. If I am hired, I understand that I have the right to terminate my employment at any time, and for any reason. Unless I am covered by a collective bargaining agreement containing a contrary provision. I also understand that the dealership has the same right to terminate my employment at any time and for any reason. I understand that no one employed by the dealership has the authority to modify these conditions except in a written document signed by the president of the company.

I authorize this dealership and its representatives to make an investigation of my past employment and educational background. I authorize any past or present employer, and educational institution, to release information concerning my employment and educational background to this dealership. I hereby release all persons, past and present employers, and educational institutions from any liability to me if they supply information to this dealership as part of an investigation.

My signature reflects that I have read, understood, and have agreed to these terms and conditions. I understand that this application will be considered active for only thirty (30) days, and that if I wish to be considered for employment after that time, I must submit a new application.

Applicant's Signature: _____ Date: _____