

U RENT IT SALES & SERVICE

Employment Application

Every Question must be answered or completed to qualify for employment



APPLICANT INFORMATION												
Last Name			First			M.I.		Date				
Address						Date of Birth:						
City				State				ZIP				
Phone				E-mail Address								
Date Available			Social Security No.			Desired Salary						
Position Applied for												
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?					
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain					
EDUCATION												
High School				Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree		
College				Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree		
Other				Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree		
REFERENCES												
<i>Please list three professional references.</i>												
Full Name				Relationship								
Company				Phone								
Address												
Full Name				Relationship								
Company				Phone								
Address												
Full Name				Relationship								
Company				Phone								

Address												
PREVIOUS EMPLOYMENT												
Company						Phone						
Address						Supervisor						
Job Title					Starting Salary	\$			Ending Salary	\$		
Responsibilities												
From		To		Reason for Leaving								
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Company						Phone						
Address						Supervisor						
Job Title					Starting Salary	\$			Ending Salary	\$		
Responsibilities												
From		To		Reason for Leaving								
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Company						Phone						
Address						Supervisor						
Job Title					Starting Salary	\$			Ending Salary	\$		
Responsibilities												
From		To		Reason for Leaving								
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>						
MILITARY SERVICE												
Branch						From		To				
Rank at Discharge						Type of Discharge						
If other than honorable, explain												
DISCLAIMER AND SIGNATURE												
I certify that my answers are true and complete to the best of my knowledge.												
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.												
Signature								Date				

What languages do you speak, read and/or write fluently? _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe and job related training received in the United States Military:

Other Qualifications:
State any additional information that you feel may be helpful to us in considering your application:

Specialized skills:
Office:
() MS Word () Excel () PowerPoint () Quick Books () 10-key
Other: _____

Mechanic:
() Diesel () Gas () 2 Cycle Engines () 4 Cycle Engines () Propane Engine
() Electrical () Hydraulics () Large Gas Engines
Other: _____

When was the last time you were involved in a job related accident?

Do not answer this question unless you have been informed about the requirement of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you applied? () Yes () No

An explanation or description can be given to you by management and procedure manual. We are a small company and employees perform more than any one job description. Jobs usually require lifting, carrying, explaining, loading, unloading, training, selling, answering telephone and questions and servicing equipment.

If there is a problem, please explain? _____

Driving Experience:

Since our employees perform more than one job description, you may be asked to make some deliveries. Please provide us with the following information:

Drivers License Number: _____ Class: _____

State Issued: _____ Expiration Date: _____

Have you?

- () Yes () No Ever had a Drivers License / Registration suspended or revoked?
- () Yes () No Any mental or physical disability that may affect your driving?
- () Yes () No Ever been charged or had a conviction involving liquor, drugs, hit and run, reckless driving, homicide, manslaughter or assault arising out of the operation of a motor vehicle?
- () Yes () No Been involved in any motor vehicle accidents in the past five years?
- () Yes () No Received any driving citation (other than those listed above) in the past five years?

If you answered Yes to any of the above questions, please explain?

- () Yes () No Can you provide a copy of a legal Drivers License?
- () Yes () No I understand that ALL drivers must be approved by company insurance to drive and that being hired or remaining employed may depend on approval.

I certify that the answers given herein are true and complete to the best of my knowledge.
 I authorize investigation and analyzing of all writing and statements contained in this application for employment as may be necessary in arriving at an employment decision.
 I understand that I may be asked to take a physical or a drug test.
 This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.
 I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "AT WILL" nature which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "AT WILL" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive officer of this organization.
 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, procedures and regulations of the employer.

Signature of Applicant

Date



Questionnaire

01. Why do you want to work for U Rent It?

02. What quality values can you contribute to the success of U Rent It?

03. What are some of your personal goals?

04. If asked, what would your friends say about you?

05. What do you expect out of life?

06. What are some of your hobbies?

07. What did you like about your Best Boss?

08. What was your favorite school subject?

09. What do you dislike in a boss?

11. What was the title of the last two books you read and the finish dates?

12. What was the last movie you saw and what did you learn from it?

13. Define someone who is a self starter?

14. Who has had the greatest influence on your life and what goals did they envision for you?

15. Suppose you won a million dollars, what would you do with it?

16. What do you dislike about people?

17. Why should we hire you?

18. What do you dislike about fellow employees?

19. What would your teachers say about your study habits?

20. What subject in school did you dislike and why?



I, _____, give U Rent It
Sales & Service permission to contact previous employers for references.

Signature

Date