



EMPLOYMENT APPLICATION

Website: www.genequip.com

3500 APPLE CREEK ROAD
BISMARCK, ND 58504

4300 MAIN AVENUE
FARGO, ND 58103

4600 VALLEY INDUSTRIAL BLVD S
SHAKOPEE, MN 55379

CONTACT INFORMATION:

TOLL FREE: (800) 437-2924

FAX: (701) 364-2143

EMAIL: HR@GENEQUIP.COM

905 20TH AVENUE SE
MINOT, ND 58701

4082 2ND AVENUE WEST
WILLISTON, ND 58801

3901 N. LEWIS AVE
SIOUX FALLS, SD 57104

NOTICE TO ANY PERSON SEEKING EMPLOYMENT WITH GENERAL EQUIPMENT

Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources department directly at (701) 364-2201 or (800) 437-2924 ext: 2201

Your application will be considered for the position for which you apply only if the following conditions are met:

- You must complete the entire application even if you have attached/submitted a resume.
- You must sign and date on the back of the application.

After the time period for accepting applications closes, all applications will be reviewed. **You will be contacted via letter or phone regarding the outcome of the evaluations.** All resumes and applications are kept on file for one (1) year.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

General Equipment & Supplies, Inc is an equal opportunity employer and will not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disabilities, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission, or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any lawful criteria. General Equipment & Supplies, Inc will provide reasonable accommodation to qualified persons with a disability that substantially limits a major life activity, but who are otherwise able to perform the essential job functions of the job.

PRE-EMPLOYMENT RECORD CHECK

I understand that any offer by General Equipment & Supplies, Inc. is contingent upon the satisfactory results of a drug screen. I understand that my employment may be contingent upon the results of a record background check that may include driver's license, education, employment and/or criminal record checks. Certain types of violations may result in my disqualification from employment.

EMPLOYMENT ELIGIBILITY

Within three (3) days of starting employment with General Equipment & Supplies, Inc, an employee must complete an Eligibility of Employment Form (Form I-9). The purpose of the form is to ensure all employees are eligible to work in the United States.

Position Applied for _____ Date of Application _____

Name _____
Last First Middle Initial

An Equal Opportunity Employer

PERSONAL INFORMATION

Name Last _____ First _____ Middle Initial _____

Present Address Street _____

City _____ State _____ Zip _____

Permanent Address Street _____ City _____ State _____ Zip _____

Phone Number Home () _____ Other () _____

If necessary, best time to call you at home is: _____ AM PM

If necessary, may we contact you at your present work? YES NO AM PM

If yes, work number () _____ Best time to call _____ AM PM

Email Address _____ **Are you 18 years or older?** YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? YES NO

EMPLOYMENT DESIRED

Position Applying For: _____ Available Start Date: _____ Salary Range: _____

Ever Applied To This Company Before? _____ When? _____ Where? _____

Are You Employed Now? YES NO **Referred By:** _____

Type of Employment Desired: Regular Full-time Regular Part-Time Part-Time Temporary

Will you relocate if job requires it? YES NO Will you travel if job requires it? YES NO

Will you work overtime if job requires it? YES NO Comments: _____

EDUCATION

	Name & Location of School	No. of Years	Did You Graduate?	Subjects Studied/Major and/or Minor
High School	_____	_____	_____	_____
College (1)	_____	_____	_____	_____
College (2)	_____	_____	_____	_____
Trade, Technical or Correspondence School	_____	_____	_____	_____

Summarize any special training, skills, licenses, registrations (list state, number & expiration), and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying for:

GENERAL

Subjects of Special Study
or Research:

Special Skills:

Civic or Volunteer Activities:

FORMER EMPLOYERS

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheet if necessary). Explain any gaps in employment in comments section below.

Employer	Telephone # ()	Dates Employed		Summarize the Type of Work Performed and Job Duties
		From	To	
Address				
Starting Job Title / Final Job Title		Hourly Rate / Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate / Salary Final		
May we contact for references? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	Per	
Employer	Telephone # ()	Dates Employed		Summarize the Type of Work Performed and Job Duties
Address				
Starting Job Title / Final Job Title		Hourly Rate / Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate / Salary Final		
May we contact for references? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	Per	
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Starting Job Title / Final Job Title		Hourly Rate / Salary Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate / Salary Final		
May we contact for references? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	Per	

COMMENTS

(Including explanation of any gaps in employment)

PROFESSIONAL REFERENCES

Name	Relationship	Company/Business	Phone Number	Email Address (optional)
1.			()	
2.			()	
3.			()	
4.			()	

APPLICANT STATEMENT

I certify that all the information I have provided to General Equipment & Supplies, Inc is true, complete and correct.

I understand that any information provided by me is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application or immediately discharge me from employment.

I authorize and consent to my references, employers and/or employer representatives, public agencies, licensing authorities, and educational institutions and persons or organizations named in this application and/or accompanying resume to release any information to General Equipment that may be required to make an employment decision.

In consideration of my employment, I agree to conform to the Company's rules and regulations.

I also agree and understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the Company's option. I understand that if I am hired I will be an at-will employee.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____ **Date:** _____

FOR ADMINISTRATIVE USE ONLY

Position(s) applied for: Available Not Available **Hired** Yes No
Position hired for: _____ **Date of hire:** _____

Notes: _____

Completed by: _____ **Date:** _____