



## EMPLOYMENT APPLICATION

PLEASE PRINT OR TYPE - USE BLACK OR BLUE INK ONLY  
Sany America is an Equal Opportunity Employer

### POSITION INFORMATION

List the position for which you are applying:

TITLE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

How did you become aware of the position? If it is through newspaper(s), periodical(s) or other media, please give the name:

### PERSONAL INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Work Phone: ( ) \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

*Only U.S. citizens or aliens who have legal rights to work in the U.S. are eligible for employment. Others are prohibited from employment by Federal law.*

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

Federal law requires proof of your authorization. You will be asked to provide proof of your identity and employment eligibility no later than three days after employment. If employed you must complete Section 1 of the Employment Eligibility Verification forms (Form I-9) no later than close of business on the first day of employment.

Do you have any relative(s) employed by SANY?  Yes  No  
If yes, list their names.

Are you a veteran of the U.S. military?  Yes  No  
If yes, list your dates of active duty and discharge date:  
From: \_\_\_\_\_ To: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

Did you receive a dishonorable discharge from the military?  Yes  No  
Answering "yes" will not necessarily bar you from employment. Each case will be judged on its own merit with respect to time, circumstances, seriousness and the type of position.

Who referred you to SANY? Name: \_\_\_\_\_ Title: \_\_\_\_\_



**PERSONAL INFORMATION CONTINUED**

Have you been convicted of, pleaded no contest to, or had an adjudication of guilt withheld for a felony or first-degree misdemeanor?  Yes  No

Have you ever been convicted of the sale of or trafficking in, or conspiracy to sell or traffic in, a controlled substance under Georgia law if such offense is a felony, or under the laws of any state or country which, if committed in this state, would constitute the felony of selling or trafficking in, or conspiracy to sell or traffic in, a controlled substance?  Yes  No

If you answered "yes" to this question, before you can be employed at SANY, it requires proof that you have completed all imprisonment sentences and/or supervisory/probationary sanctions imposed by the court, Parole Commission or by law. The hiring department will ask you to provide this proof if you are hired.

Have you ever been censured/disciplined or found to be in violation of ethical standards by a professional organization?  Yes  No

If driving is a requirement of the position applied for, have you in the past seven years been convicted of Driving Under the Influence (DUI)?  Yes  No

If you answered "yes" to any of the above questions, list the date, offense and describe the circumstances.\*In cases of criminal charges, list the specific charge. Use additional paper if necessary.

Date:  
 Offense:  
 City/State in which convicted:  
 Judgment, including probation:

\*Answering "yes" will not necessarily bar you from employment. Each case will be judged on its own merit with respect to time, circumstances, seriousness and the type of position.

**EDUCATION**

Be prepared to provide original transcripts for all post-high school course work. Circle the highest level of attainment:

High School:    9 10 11 12 GED                      College: 1 2 3 4  
 Specialist, Masters, Doctorate    Other \_\_\_\_\_

Name and location of education institution (secondary and beyond). Attach additional sheets as necessary.	Semester or Quarter Hours Completed	Did you Graduate ?	Major	Minor	Degree Awarded
Name and Location:					
Name and Location:					
Name and Location					
Name and Location					





### EMPLOYMENT HISTORY

List all employment starting with your current or most recent job. Account for all periods including unemployment, U.S. military service and volunteer work. If you list military service as work experience, you must attach a copy of your DD-214.

Job Title:		
Current Employer:	Phone: (     )	
Supervisor's Name and Title:		
Employment Dates: From:	To:	Did you work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Hours:	Starting Salary: \$	Ending Salary: \$
Address:		
Duties:		
Reason for Leaving (be specific):		
Job Title:		
Previous Employer:	Phone: (     )	
Supervisor's Name and Title:		
Employment Dates: From:	To:	Did you work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Hours:	Starting Salary: \$	Ending Salary: \$
Address:		
Duties:		
Reason for Leaving (be specific):		
Job Title:		
Previous Employer:	Phone: (     )	
Supervisor's Name and Title:		
Employment Dates: From:	To:	Did you work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Hours:	Starting Salary: \$	Ending Salary: \$
Address:		
Duties:		
Reason for Leaving (be specific):		





### EMPLOYMENT HISTORY CONTINUED

Job Title: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Did you work:  Full-Time  Part-Time

Hours: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Address: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving (be specific): \_\_\_\_\_

You may supplement this application with additional sheets, if necessary.

### SKILLS, LICENSES, CERTIFICATIONS, SCHOLARSHIPS, AWARDS, HONORS, & MEMBERSHIPS

Indicate any professional or occupational licenses, registrations or certifications you currently hold. If a license or certification is required for a position, you must provide a copy of it to the hiring department. Also list any special knowledge, skills or abilities you have.

List scholarships, awards, honors, and memberships in honorary and/or professional societies, publications, consulting work in professional field, etc. Use additional sheet if necessary.

### CERTIFICATION, AUTHORIZATION AND SIGNATURE

- I hereby consent to the release of any information maintained about me by all previous employers, educational institutions, law enforcement authorities, licensing boards or any other entity, agency, or individual which SANY may contact to secure references or records.
- I hereby authorize SANY to release information concerning my employment to any prospective employer or others seeking to verify my employment with SANY. I hereby release SANY from all liability for any truthful statement made by any employee, agent or official of SANY, authorized by Human Resources, which is made to any prospective employer and waive any claim that might arise from any such statement.
- I consent to the use of my social security number for SANY business.
- I certify that all statements (verbal & written) made on any and all material collected during the hiring process are true, complete and accurate, and I understand that misrepresentation or missing of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at SANY and is cause for immediate termination if employed.
- I further understand that I must sign up for payroll direct deposit within 14 days of hire as a condition of employment.
- I understand that the completion of this application does not constitute an offer of employment and that applications are retained by the company for a period of 6 months.
- If hired, I understand that the employment relationship is strictly voluntary and at-will on both sides and may be terminated by either party at any time, with or without notice, with or without cause or reason.

Signature \_\_\_\_\_ Date \_\_\_\_\_