



## APPLICATION FOR EMPLOYMENT

Stauffer Diesel Inc. is an equal opportunity employer. We are committed to our policy of providing equal employment opportunity to employees and job applicants in a manner consistent with applicable laws and regulations, including federal laws prohibiting employment discrimination on the basis of race, color, creed, national origin, sex, age, and disability information.

### INTRODUCTORY INFORMATION: (PLEASE PRINT CLEARLY – COMPLETE ALL SECTIONS)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### APPLICANT QUESTIONS:

Type of work desired: \_\_\_\_\_ Salary desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

Hours desired: \_\_\_\_\_ Are you available for weekend work? \_\_\_\_\_

Are you available for overtime when needed? \_\_\_\_\_ Are you available for travel? \_\_\_\_\_

If hired, can you provide documents required to establish your eligibility to work in the U.S.? \_\_\_ Yes \_\_\_ No

Are you 18 years of age or older? \_\_\_\_\_

How were you referred to Stauffer Diesel? \_\_\_\_\_

### EDUCATION:

High School or last grade completed:

Name & Address of School: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Number of years completed: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

College or Technical School

Name & Address of School: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Number of years completed: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

Other Schooling or Training

Name & Address of School: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Number of years completed: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

**MILITARY EXPERIENCE:**

Branch of Service: \_\_\_\_\_

Rank/Type of Service: \_\_\_\_\_

Job-Related Training/Experience: \_\_\_\_\_

**RECORD OF EMPLOYMENT:**

List positions starting with most recent:

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Position Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_ Date Left: \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Position Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_ Date Left: \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Position Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Start Date: \_\_\_\_\_ Date Left: \_\_\_\_\_ Beginning Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

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

Reason for Leaving: \_\_\_\_\_

**SKILLS, CERTIFICATES, EXPERIENCE RELATED TO THE JOB YOU DESIRE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK-RELATED REFERENCES: (Do not include relatives)**

	Name	Occupation	Contact Information
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**STATEMENT (Please read this statement carefully before signing this application):**

I understand that employment with Stauffer Diesel Inc. is at-will, meaning that I or Stauffer Diesel Inc. may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize Stauffer Diesel Inc. to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release the Organization, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

I understand that Stauffer Diesel Inc. requires the successful completion of a drug and/or alcohol test and a psychological profile test as a condition of employment.

**I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.**

**Signature of Applicant:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Applications may be mailed to: Attn: Brenda Stauffer  
Stauffer Diesel Inc.  
34 Stauffer Lane  
P O Box 586  
Ephrata, PA 17522

Telephone: (717) 721-5117

E-mail: HR@staufferdiesel.com