

## **Ellis Equipment Co., Inc.**

701 South Main

Logan Utah 84321

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We will update this page occasionally. Please check back.

March 1, 2017

## **HELP WANTED**

We need employees in these areas. We may combine some of these jobs.

It's a plus if you have skills and experience in more than one area.

### **BOOKKEEPER - AP, GL**

Logan Utah. Part time afternoons, potential for full time later.

Make AP and GJ entries, reconcile accounts, verify AR and cash entries, reconcile ledgers and bank statements, print and verify AP checks. Interface with CPA on monthly or annual reviews. Suggest and carry out improvements in bookkeeping procedures companywide.

### **MARKETING SPECIALIST**

Logan Utah. Casual to part time or combined with these other jobs.

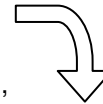
Manage online equipment listings, develop and place ads, develop and manage email and mail sales campaigns, manage Google Adwords campaigns, track results.

### **PARTS DEPARTMENT**

Logan Utah. Full time, or part time with potential for full time.

Tasks will include helping customers at the counter, service writing, shipping, receiving, forklift operation, answering phones, deliveries, inventory control and some inside sales. Having a general knowledge of agricultural implements is a plus though we are willing to train the right applicant. Requires computer software skills to work comfortably with common programs like Excel, Word and e-mail. Requires a clean driving record, ability to lift heavy parts, good customer service and telephone skills and attitude.

## **JOB APPLICATION BELOW**



Your application does not have to be on this form,  
as long as it contains this information.

Please ask any questions by email, not by phone.

## APPLICATION FOR EMPLOYMENT

Thank you for your interest in our company. Please complete this application completely and truthfully.

Name	Date
Phone <span style="float: right;">Email</span>	Position(s) Applied For
Current Address	Social Security Number
City, State, Zip	Drivers License Number <span style="float: right;">State <input type="text"/> CDL <input type="text"/></span>
Previous Address	How long at current address?
City, State, Zip	How long at previous address?

Do you want to work: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Either <input type="checkbox"/>	Are you currently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>
	May we contact your current employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
If part time only, hours available: Mon <input type="text"/> Tue <input type="text"/> Wed <input type="text"/> Thu <input type="text"/> Fri <input type="text"/> Sat <input type="text"/>	
Schooling completed: 8 <sup>th</sup> Grade <input type="checkbox"/> High School <input type="checkbox"/> GED <input type="checkbox"/> Some College <input type="checkbox"/> College Degree <input type="checkbox"/> Graduate Degree <input type="checkbox"/>	When are you available to start work?
How did you learn of this job opening?	Are you legally eligible for work in the USA? Yes <input type="checkbox"/> No <input type="checkbox"/>
Method of transportation used to get to work	Are you between the ages of 18 and 70?
Relatives or friends who have worked for or do business with our company	

What are your school or career plans for the next 5 years?

**EDUCATION**

	School name, location and field of study	Years attended	Did you graduate?	Grade average
Elementary				
Middle School				
High School				
College or Other				
Computer, mechanical, sales, management or other special training or skills				

**PERSONAL REFERENCES** (Not immediate family or former employers)

Name	Phone	City, State	Relationship

Personal hobbies, talents or other interests

**EMPLOYMENT.** List your employers, including military and full-time volunteer work, starting with the most recent.

Company Name	City, State	Supervisor	Began mo/yr	Beginning job description & salary	Ended mo/yr	Ending job description & salary	Reason for leaving

**EMPLOYMENT HIGHLIGHTS.** Pick one or more of those jobs that you consider the most important. Describe your work in more detail. Write the company name, your job duties, special training, accomplishments, other details.


Describe other volunteer work or activities that we should consider.

Starting salary expected on your next job	Salary expected after 1 year	After 5 years
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1. Have you filed for bankruptcy in the last 7 years? 2. Are there any limitations on your drivers license – excessive tickets, suspension, daytime only, etc? 3. Have you been convicted of any other misdemeanor in the last 7 years or any felony that has not been expunged? 4. Do you have any condition that might limit your ability to perform this job or require special accommodation?	1. Yes___ No___ 2. Yes___ No___ 3. Yes___ No___ 4. Yes___ No___
Briefly describe any Yes answers.	

**AGREEMENT.** I certify that all entries on this application are true and complete to the best of my knowledge. I agree that:

- Any falsification of the information, regardless of when it is discovered, may result in termination of any employment by this employer, and
- All information on this application may be investigated and any listed parties contacted, without liability to any party for damages, and
- I will submit to testing for illegal drugs or at-work alcohol as requested by this employer prior to and during employment, and
- If employed, my employment is “at will” and may be terminated with or without cause at any time, either by this employer or myself, and
- Any change in the “at will” employment status will be effective only if acknowledged in writing by an officer of this employer.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_