

# JEFFRES Companies

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**Jeffres Sand & Gravel, Inc.**  
**Jeffres Excavating,** A Division of Jeffres Sand & Gravel, Inc.  
**Loup Valley Redi-Mix, LLC**

## Employment Application (For Office)

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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First Name	Middle Initial	Last Name	
_____			
Street Address/PO Box	City	State	Zip Code
_____			
Telephone Number(s)			
Home: _____ Cellular: _____ Other: _____			
Social Security Number		Date of Birth	
_____		_____	

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Are you over 18 years of age? Yes No

Do you have the legal right to work in the United States? Yes No

*Proof of citizenship or immigration status will be required upon employment.*

Do you have adequate transportation to work? Yes No

Have you ever been employed by Jeffres Sand & Gravel, Inc.? Yes No

If yes, what dates? \_\_\_\_\_

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On what date would you be available for work? \_\_\_\_\_

Are you available to work: Full Time Part Time Overtime Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

What days of the week would you consider being out of town for employment?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Do you have a valid Driver's License? Yes No

Have you been convicted of a DUI in the past ten (10) years? Yes No

Have you had 3 or more citations for moving violations in the past 3 years? Yes No

Have you ever been convicted of a felony? Yes No

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain:

\_\_\_\_\_

# Employment Experience

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Start with your present or last job. If you need additional space, please continue on a separate sheet of paper.

<b>Employer Name:</b> _____	<b>Dates Employed From:</b> _____	<b>To:</b> _____
<b>Address:</b> _____		
<b>Name of Supervisor:</b> _____	<b>May we contact this person? Yes No</b>	
<b>Work Performed:</b> _____		
<b>Salary: Start</b> _____	<b>End</b> _____	<b>Reason for leaving:</b> _____
<b>Employer Name:</b> _____	<b>Dates Employed From:</b> _____	<b>To:</b> _____
<b>Address:</b> _____		
<b>Name of Supervisor:</b> _____	<b>May we contact this person? Yes No</b>	
<b>Work Performed:</b> _____		
<b>Salary: Start</b> _____	<b>End</b> _____	<b>Reason for leaving:</b> _____
<b>Employer Name:</b> _____	<b>Dates Employed From:</b> _____	<b>To:</b> _____
<b>Address:</b> _____		
<b>Name of Supervisor:</b> _____	<b>May we contact this person? Yes No</b>	
<b>Work Performed:</b> _____		
<b>Salary: Start</b> _____	<b>End</b> _____	<b>Reason for leaving:</b> _____
<b>Employer Name:</b> _____	<b>Dates Employed From:</b> _____	<b>To:</b> _____
<b>Address:</b> _____		
<b>Name of Supervisor:</b> _____	<b>May we contact this person? Yes No</b>	
<b>Work Performed:</b> _____		
<b>Salary: Start</b> _____	<b>End</b> _____	<b>Reason for leaving:</b> _____

## Applicant's Statement

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In consideration of my employment, I agree to conform to the rules & regulations of the Jeffres Companies, and understand that my employment is "at will" and may be terminated for any reason that is not prohibited by law. The Jeffres Companies are a Drug Free Workplace. A substance abuse policy is in effect and substance abuse tests may be conducted prior to initial employment, when a violation of the policy is suspected and randomly. Initial and continued employment is contingent upon the reporting of negative test results.

Jeffres Companies considers applications for all positions without regard to race, color, religion, creed, gender, age, disability, martial of veteran status, sexual orientation or any other legally protected status. The U.S. Department of Labor does prohibit an individual under the age of 18 from working in hazardous occupations which include but are not limited to coal mining , mining (other than coal), and excavation operations.

I declare my answers to the questions on this application are true, and give Jeffres Companies the right to investigate all information given and to secure additional information, if necessary. I authorize Jeffres Companies to obtain an investigative background check which may include the following: a credit report, past employment, and criminal history. If employed I understand that Jeffres Companies may need to obtain a Department of Motor Vehicles driving record. I understand I have the right to make a written request within a reasonable period to receive the information obtained in any such investigations.

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

## EDUCATION

### High School

Name: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Location: \_\_\_\_\_ Graduated? Yes No

### University or Technical College

Name: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Location: \_\_\_\_\_ Graduated? Yes No

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## OFFICE PROGRAM EXPERIENCE

Please indicate below how many years of experience you have with the following:

_____ Quick Books	_____ Microsoft Office Publisher
_____ Microsoft Exel	_____ Microsoft Office Outlook (email)
_____ Microsoft Word	_____ Other (please list) _____

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## MEDICAL

**Do you have any physical condition(s) which may limit your ability to perform the position you have applied for? \_\_Yes \_\_No**

(NOTE: the work for which you have applied may involve one or more of the following job requirements: lifting, pushing or pulling up to 50lbs or more; If you do not know if these requirements relate to the work for which you have applied, please inquire.)

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

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## References

1. \_\_\_\_\_

(Name) ( Relationship) (Phone No.)

2. \_\_\_\_\_

(Name) ( Relationship) (Phone No.)

3. \_\_\_\_\_

(Name) ( Relationship) (Phone No.)

4. \_\_\_\_\_

(Name) ( Relationship) (Phone No.)

FOR PERSONNEL USE ONLY

Arrange Interview

Yes

No

Remarks

Employed

Yes

No

Date of Employment\_\_\_\_\_

Position\_\_\_\_\_

Hourly Rate/Salary\_\_\_\_\_

By\_\_\_\_\_

Date\_\_\_\_\_

NAME & TITLE

Notes: