



EMPLOYMENT APPLICATION

P.O. Box 280
Burwell, NE 68823

308.346.5123 Office 308.346.4826 Fax
justina@jeffres.com Email

(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	

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 any of the Jeffres' Companies.? Yes No

If yes, what dates? _____

Which Company? _____

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

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

Do you have a current CDL License? CDL License No. _____ 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

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

Employer Name: _____ **Dates Employed From:** _____ **To:** _____

Address: _____

Name of Supervisor: _____ **May we contact this person? Yes No**

Work Performed: _____

Salary: Start _____ **End** _____ **Reason for leaving:** _____

Employer Name: _____ **Dates Employed From:** _____ **To:** _____

Address: _____

Name of Supervisor: _____ **May we contact this person? Yes No**

Work Performed: _____

Salary: Start _____ **End** _____ **Reason for leaving:** _____

Employer Name: _____ **Dates Employed From:** _____ **To:** _____

Address: _____

Name of Supervisor: _____ **May we contact this person? Yes No**

Work Performed: _____

Salary: Start _____ **End** _____ **Reason for leaving:** _____

Employer Name: _____ **Dates Employed From:** _____ **To:** _____

Address: _____

Name of Supervisor: _____ **May we contact this person? Yes No**

Work Performed: _____

Salary: Start _____ **End** _____ **Reason for leaving:** _____

Applicant's Statement

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: _____

FOR PERSONNEL USE ONLY

Arrange Interview

Yes

No

Remarks

Employed

Yes

No

Date of Employment_____

Position_____

Hourly Rate/Salary_____

By_____

Date_____

NAME & TITLE

Notes: