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| **SD & S Trucking LLC**(316) 744-2318 | **EMPLOYEE APPLICATION**300 W 61st NPark City, KS 67204 |  |

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| --- |
| ***We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other protected status***. **POSITION FOR WHICH YOU ARE APPLYING**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PERSONAL INFORMATION:**

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

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

Street City State Zip

Are You Currently Employed? **□**Yes  **□**No

**If yes**, may we contact your present employer? **□**Yes **□**No

**How did you learn about us? (please be specific**)

□ Newspaper/publication\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Job Line □ Friend/Relative

□ Internet posting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Outreach event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Job Fair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ SD & S employee: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you been employed by SD & S before? □**Yes **□** No

**If yes, give dates/position** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you at least 18 years old?  **□**Yes **□** No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in the U.S.?

 **□**Yes **□** No

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|  |  |  |  |
| --- | --- | --- | --- |
|  | High School | Undergraduate College/University | Graduate/Professional |
| School Name and Location |  |  |  |
| Years Completed | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Diploma/Degree/Certificate |  |  |  |  |  |  |
| Described Course of Study |  |  |  |  |  |  |
| Describe any specialized training, apprenticeship, skills or extra-curricular activities that are relevant to the job for which you are applying. |  |
| Describe any honors, scholarships, appointments or awards that you have received. |  |
| State any additional information you feel may be helpful to us in considering your application. |  |

**Computer Skills**: □ MS Word □ Excel □ Access □ MS Outlook (email)

□ Other; specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Indicate any foreign languages you can speak, read and/or write |
|  | Fluent | Good | Fair |
| SPEAK |  |  |  |
| READ |  |  |  |
| WRITE |  |  |  |

U.S. Military or Naval Service? **□**Yes **□** No Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any job-related skills that you learned while in the U.S. Military or Naval Service:

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

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If hired, would you have a reliable means of transportation to and from work? **□**Yes **□** No

Have you been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions will not necessarily disqualify an applicant from employment).

**□**Yes **□** No If yes, explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (**Note**: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

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**FORMER/CURRENT EMPLOYERS:**

**Start with your present or last job**. **FILL OUT COMPLETELY; DO NOT STATE “SEE RESUME.”** Include any job-related military service assignments and volunteer activities (you may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status).

|  |  |
| --- | --- |
| **1. Employer**: | **Job Title**: |
| **Dates Employed:** |
| **From:** | **To:** |
| Address: | **Hourly Rate/ or Salary:** |
| Starting: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Ending: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone Number(s): | Work Performed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor: |
| Reason for Leaving: |  |
| **􀂆full time 􀂆part time 􀂆other 􀂆on-call** **􀂆intern** |

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| --- | --- |
| **2. Employer**: | **Job Title**: |
| **Dates Employed:** |
| **From:** | **To:** |
| Address: | **Hourly Rate/ or Salary:** |
| Starting: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Ending: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone Number(s): | Work Performed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor: |
| Reason for Leaving: |  |
| **􀂆full time 􀂆part time 􀂆other 􀂆on-call** **􀂆intern** |

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| **3. Employer**: | **Job Title**: |
| **Dates Employed:** |
| **From:** | **To:** |
| Address: | **Hourly Rate/ or Salary:** |
| Starting: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Ending: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone Number(s): | Work Performed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor: |
| Reason for Leaving: |  |
| **􀂆full time 􀂆part time 􀂆other 􀂆on-call** **􀂆intern** |

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| **4. Employer**: | **Job Title**: |
| **Dates Employed:** |
| **From:** | **To:** |
| Address: | **Hourly Rate/ or Salary:** |
| Starting: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Ending: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone Number(s): | Work Performed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor: |
| Reason for Leaving: |  |
| **􀂆full time 􀂆part time 􀂆other 􀂆on-call** **􀂆intern** |

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| --- | --- |
| **5. Employer**: | **Job Title**: |
| **Dates Employed:** |
| **From:** | **To:** |
| Address: | **Hourly Rate/ or Salary:** |
| Starting: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Ending: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone Number(s): | Work Performed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor: |
| Reason for Leaving: |  |
| **􀂆full time 􀂆part time 􀂆other 􀂆on-call** **􀂆intern** |

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| **6. Employer**: | **Job Title**: |
| **Dates Employed:** |
| **From:** | **To:** |
| Address: | **Hourly Rate/ or Salary:** |
| Starting: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Ending: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone Number(s): | Work Performed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor: |
| Reason for Leaving: |  |
| **􀂆full time 􀂆part time 􀂆other 􀂆on-call** **􀂆intern** |

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| **7. Employer**: | **Job Title**: |
| **Dates Employed:** |
| **From:** | **To:** |
| Address: | **Hourly Rate/ or Salary:** |
| Starting: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Ending: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone Number(s): | Work Performed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor: |
| Reason for Leaving: |  |
| **􀂆full time 􀂆part time 􀂆other 􀂆on-call** **􀂆intern** |

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**Did you receive written performance evaluations from any of your prior employers**?

**□**Yes **□** No If yes, which ones?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you been *discharged* from any positions**?

**□**Yes **□** No Explain positions and reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Explain any gaps in your employment history. (Do not provide detailed information about any physical or psychiatric disabilities or other medical information**.)

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**List three (3) professional references: (NOTE: Reference checks will be made for potential candidates)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Title** | **Name & Address of Company** | **Phone** | **Years Known** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please Read Carefully, Initial Each Paragraph and Sign Below:**

|  |  |
| --- | --- |
| **\_\_\_\_\_** | I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. |
| **\_\_\_\_\_** | I hereby authorize SD & S Trucking LLC (SD & S) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release SD & S, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of, or in any way related to, such investigation or disclosure. |
| **\_\_\_\_\_** | I understand that nothing contained in this application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and SD & S Trucking LLC (SD & S). In addition, I understand that employment at SD & S is at-will. This means that either the employee or SD & S can terminate the employment relationship at any time, with or without notice and with or without cause. The at-will nature of the employment relationship can only be altered by a written agreement signed by both the employee and Executive Director of SD & S. |
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| **\_\_\_\_\_** | In the event of my employment, I understand that I am required to abide by all rules and regulations as established in SD & S Trucking LLC’s current policies. I understand that under federal law, I must submit satisfactory proof of employment authorization and identity in the form of Required I-9 documentation or that I may be denied employment until I can produce such documentation. |

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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