

APPLICATION FOR EMPLOYMENT

BUDDE ENTERPRISES

4504 NE 36th Street
Newton, KS 67114
(316) 283-3366

We are an Equal Opportunity Employer and do not unlawfully discriminate in employment. Qualified applicants are considered for all positions without regard to race, color, religion, national origin, age, marital status, veteran status, non-job disability, or any other protected group status.

Name _____ Date of application _____
Last First Middle

Driver's License No. _____ Social Security No. _____

List your addresses of residency for the past 3 years.

Current Address _____
Street City

State Zip Code Phone _____ How Long? _____
yr./mo.

Previous Addresses _____
Street City State & Zip Code How Long? _____
yr./mo.

Street City State & Zip Code How Long? _____
yr./mo.

Street City State & Zip Code How Long? _____
yr./mo.

Position(s) applying for: _____

Type of position desired: Full Time _____ Part Time _____ Temporary _____

Do have any objection to working overtime if necessary? Yes _____ No _____

Do you have any objection to working Saturdays? Yes _____ No _____

Are you willing to be on call? Yes _____ No _____

Can you travel if required to do so? Yes _____ No _____

How were you referred to us? _____

Do you have the legal right to work in the United States? _____

Date of Birth _____ / _____ / _____ Can you provide proof of age? _____
(Required for Commercial Drivers)

Are you currently employed? _____ What is/was your reason for leaving? _____

Rate of pay expected? _____

Will your previous employer give a favorable reference? _____ When would you be able to start work? _____

Have you ever been fired from a job? _____ If so, why? _____

Have you ever been convicted of a felony? _____

If yes, please explain fully on a separate sheet of paper. Conviction of a crime is not an automatic bar to employment-all circumstances will be considered.

Nearly every position requires the ability to perform service calls. Service calls are largely emergency situations and allow little notice. The majority of the service calls are day trips, but can occasionally last 2-3 days and would not exceed one week.

Is there any reason you might be unable to perform the functions of the job as described above?

If yes, please explain.

DRIVING EXPERIENCE & QUALIFICATIONS

DRIVER LICENSES

STATE	LICENSE NO.	TYPE	EXPIRATION DATE

A. Have you ever been denied a license, permit or privilege to operate a motor vehicle? YES _____ NO _____

B. Has any license, permit or privilege ever been suspended or revoked? YES _____ NO _____

IF THE ANSWER TO EITHER A OR B IS YES, GIVE DETAILS _____

C. Do you currently have a valid driver license? YES _____ NO _____

DRIVING RECORD

Accident Record for the past 3 years or more - if none, write NONE

NATURE OF ACCIDENT (HEAD-ON, REAR-END, UPSET, ETC.)	DATE	FATALITIES	INJURIES

(Attach sheet if more space is needed)

Traffic convictions and forfeitures for the past 3 years (other than parking violations) . if none, write NONE

LOCATION	DATE	CHARGE	PENALTY

(Attach sheet if more space is needed)

DRIVING EXPERIENCE

Equipment experience . if none, write NONE

[CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLAT, ETC.)	FROM DATE	TO DATE	APPROX. NO. OF MILES (TOTAL)
	STRAIGHT TRUCK				
	TRACTOR & SEMI-TRACTOR				
	TRACTOR . TWO TRAILERS				
	MOTORCOACH . SCHOOL BUS				
	OTHER				

List states operated in for last five years _____

Show special courses or training that will help you as a driver: _____

Which safety driving awards do you hold and from whom? _____

Show any trucking, transportation or other experience that may help you in your work: _____

JOB SKILLS & QUALIFICATIONS

Describe any previous farm work (how many acre farm, crops, size of equipment, etc.):

Job skill experience . if none, write NONE

Job Skill	Yrs of Exp	Capacity of Exp (Job or Personal)
Tire/Split Rims		
Basic PM Services (oil change & maintenance)		
Wheel Packing		
General Hydraulic Experience		
Electro Hydraulic		
Hydraulic and/or Air Brakes		
Electrical . Vehicle Wiring		
Automotive A/C Experience (Machine usage, extent of repair, diagnosis)		
Safety Switch/Alarm (Wiring around a safety switch)		
Familiar with use of Scan Tool Snap on MT2500		
All Data or Shopkey		
Welding Experience		
Carpentry Skills		
Plumbing Skills		
Household Wiring Skills		
Paint/Tile		
Design		
Phone Skills (Ordering parts/Technical data)		

Do you own diagnostic equipment such as an ome meter or test light?

List the type & sizes of tools that you own, as well as your biggest size of socket/impacts

EDUCATION & TRAINING

Circle highest grade completed: 1 2 3 4 5 6 7 8 High School: 1 2 3 4 College: 1 2 3 4

Last school attended _____

(Name) (City)

List courses, special training or licenses other than shown elsewhere in this application _____

List special equipment or technical materials you can work with (other than those already shown) _____

EMPLOYMENT HISTORY

Please provide previous employment information for the last three years starting with the most recent. List complete address, city, state, zip code & phone number. Please complete this information per DOT law.

(NOTE: Add another sheet as necessary.)

EMPLOYER			DATE	
NAME	FROM MO.	YR.	TO MO.	YR.
ADDRESS			POSITION HELD	
CITY	STATE	ZIP	SALARY/WAGE	
CONTACT PERSON			REASONING FOR LEAVING	
PHONE NUMBER				
DID YOU DRIVE A VEHICLE REQUIRING A CDL?				

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CITY	STATE	ZIP	SALARY/WAGE	
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PHONE NUMBER				
DID YOU DRIVE A VEHICLE REQUIRING A CDL?				

*Includes vehicles having a GVWR of 26,001 lbs. Or more, vehicles designed to transport 15 or more passengers, or any size vehicle used to transport hazardous materials in a quantity requiring placarding.

CHARACTER REFERENCES

List three character references, **including at least one previous employer.**

Name	Address, City, State & Zip	Phone Number	Relationship/Years Acquainted

TO BE READ AND SIGNED BY APPLICANT

I hereby authorize the potential employer to contact, obtain and verify the accuracy of information contained on this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered. If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within five days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment. I understand, also, that I am required to abide by all rules and regulations of Budde Enterprises.

Date

Applicant's Signature

PROCESS RECORD

Applicant hired _____ Rejected _____

Date employed _____

This section to be filed in by company representative

	SUPERIOR	GOOD	FAIR	BELOW AVERAGE	POOR	WRITTEN RECORD ON FILE
APPLICATION						
INTERVIEW						
PAST EMPLOYMENT						
WRITTEN TEST						
ROAD TEST						
CRIMINAL & TRAFFIC CONVICTIONS						

TERMINATION OF EMPLOYMENT

Date Terminated _____ Eligible for rehire? Yes _____ No _____

Dismissed _____ Voluntarily quit _____ Other _____