



P.O. Box 100, Dothan, AL 36302 Phone: 1-800-533-3377
 Fax: 1-334-793-5179 Email: hr@jefferspet.com
 WWW.JEFFERS.COM

EMPLOYMENT APPLICATION

Please print all information. The application must be filled out completely and accurately. Answer all questions & do not leave any items blank. If an item does not apply to you, write N/A (Not Applicable). **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Date: _____ Name: _____ Social Security #: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Home Phone: _____ Cell Phone: _____ Alternate Phone: _____
 Are you legally authorized or permitted to work in the United States? Yes No Are you 18 years of age or older? Yes No
 Position Desired: _____ Full Time Part Time Wage/Salary Desired: _____ Date Available: _____
 How did you hear about Jeffers?: _____
 Have you ever been employed by Jeffers?: Yes No If yes, when?: _____ Under what name?: _____
 List any relatives employed by Jeffers: _____
 List any friends/acquaintances employed by Jeffers: _____
 Do you have any animals or have any experience with animals? Please list any information that you feel would be helpful if employed: _____

HOURS AVAILABLE TO WORK

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
Earliest	Latest	Earliest	Latest	Earliest	Latest	Earliest	Latest	Earliest	Latest	Earliest	Latest	Earliest	Latest

Are you available to work...
 Holidays?: Yes No
 Nights?: Yes No
 Overtime?: Yes No

EDUCATION

High School: _____ Years attended: _____ Did you graduate: Yes No Diploma earned: _____
 College: _____ Years attended: _____ Did you graduate: Yes No Diploma earned: _____
 Trade School: _____ Years attended: _____ Did you graduate: Yes No Diploma earned: _____
 Extracurricular activities, scholarships, awards, honors, etc: _____
 Are you currently a student?: Yes No If yes, what school?: _____

EMPLOYMENT HISTORY

List all employers with current or most recent employment first. For any unemployed or self-employed periods, please show dates & locations. **LEAVE NO TIME UNACCOUNTED FOR.**

1) Employer: _____ Phone: _____ Supervisor: _____
 Address: _____ May we contact this employer?: Yes No
 Position Title: _____ Summary of Duties: _____
 Reason for leaving or seeking change of position: _____ Start Date: _____ Starting Salary: _____
 _____ End Date: _____ Current or Ending Salary: _____
 2) Employer: _____ Phone: _____ Supervisor: _____
 Address: _____ May we contact this employer?: Yes No
 Position Title: _____ Summary of Duties: _____
 Reason for leaving or seeking change of position: _____ Start Date: _____ Starting Salary: _____
 _____ End Date: _____ Ending Salary: _____
 3) Employer: _____ Phone: _____ Supervisor: _____
 Address: _____ May we contact this employer?: Yes No
 Position Title: _____ Summary of Duties: _____
 Reason for leaving or seeking change of position: _____ Start Date: _____ Starting Salary: _____
 _____ End Date: _____ Ending Salary: _____

PERSONAL REFERENCES

1) Name: _____ Years Acquainted: _____
Relationship: _____ Address: _____ Phone: _____

2) Name: _____ Years Acquainted: _____
Relationship: _____ Address: _____ Phone: _____

3) Name: _____ Years Acquainted: _____
Relationship: _____ Address: _____ Phone: _____

Have you ever been convicted, found guilty, or pleaded guilty to a crime other than a minor traffic violation? Yes No If yes, please identify the crime, the date you were convicted, found guilty, or pled guilty, and the location of the court in which you appeared. _____

IMPORTANT!

I certify that the information on this application is correct and I understand that any misrepresentation or omission of any information will result in my disqualification for consideration of employment, and if required, my dismissal. I understand that this application does not indicate that any positions are available, is not a contract, offer, or promise of employment and that, if hired, my employment by Jeffers will be terminable by me or by Jeffers at will at any time, without notice, and with or without cause. I further understand that the first 90 days of employment are probationary. I have read, understand and agree to the above statement.

Please Sign: _____

I understand that this application is only good for sixty (60) days. If I still desire a position with Jeffers after this application expires, it will be my responsibility to fill out a new application and file it with Jeffers. Otherwise, Jeffers will not consider me for employment.

Signature: _____ Date: _____



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RELEASE OF INFORMATION

Jeffers Inc, in considering my application, may verify the information set forth in this application and obtain additional information relating to my background. I authorize all persons, schools, companies, credit bureaus, law enforcement agencies, and doctors to supply any information concerning my background.

Please Sign: _____

I understand that Jeffers, Inc. has a commitment to maintain a drug and alcohol-free workplace and that Jeffers requires a drug and alcohol screening test as a part of its selection and hiring process. I understand that such a screening will consist of a urine sample, blood alcohol screen, or other medically recognized test designed to detect traceable amounts of a controlled substance in my body. I understand that if my specimen test is positive, I will be disqualified from employment and any offer of employment will be withdrawn. I further understand and agree that if employed, I may be required to submit to drug/alcohol testing as set forth in Jeffers' Substance Abuse Policy. Under Alabama law, employees terminated for testing positive for illegal drugs are disqualified from receiving unemployment benefits. Similarly, employees injured on the job will be disqualified from receiving unemployment benefits, if the injury was drug or alcohol related. I have read, understand, and agree to the statement above.

Please Sign: _____

The undersigned hereby certifies and agrees that Jeffers, Inc. has my permission to obtain information concerning my ability, character, credit, criminal, and civil background, reputation and previous employment records for use in determining my qualifications for possible employment. I hereby authorize and agree for Jeffers to perform all necessary verifications, checks, and investigations of my credentials and background in any manner including, but not limited to, discussions or correspondence with representatives of former employers, friends, business associates or other individuals and/or entities, and to perform such other verifications, checks and investigations. If I am offered employment, I agree to abide by and observe all Company rules, policies, and regulations. In addition, I understand that any violations or misrepresentation made to Jeffers on my employment application, or otherwise, shall be cause for immediate dismissal.

I hereby acknowledge and agree that I have read and fully understand the foregoing, that I will be bound thereby, and that this form has been freely executed by me.

Print Your Full Name: _____

Maiden Name: _____

Date of Birth: _____

Social Security #: _____

Driver Licence #: _____

Driver Licence State: _____

Your Complete Physical Address: _____

Signature: _____

Date: _____