



KAAPA Ethanol, L.L.C.  
 PO Box 238  
 8450 KAAPA Lane  
 Minden, NE 68959  
 308 743-2217



KAAPA Grains, L.L.C.  
 PO Box 589  
 4270 Turkey Creek Rd.  
 Elm Creek, NE 68836  
 (308) 856-4643

# Application for Employment

All qualified persons are welcome to submit applications for employment. KAAPA Ethanol L.L.C. KAAPA Grain L.L.C. is an equal opportunity employer and we do not unlawfully discriminate in employment. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of KAAPA Ethanol L.L.C. or KAAPA Grain L.L.C.

Position(s) applied for \_\_\_\_\_ Company Applying For: KE  KG   
 Name \_\_\_\_\_ Date of application \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_  
 Telephone \_\_\_\_\_ Cell/Other \_\_\_\_\_ E-mail address \_\_\_\_\_

Referral source (*How did you hear about us?*) \_\_\_\_\_  
 Are you 18 years of age or older? \_\_\_\_\_ € Yes € No  
 Have you ever been employed here before? \_\_\_\_\_ € Yes € No  
 If yes, give dates and positions \_\_\_\_\_  
 Are you legally eligible for employment in this country? \_\_\_\_\_ € Yes € No  
 Have you ever been convicted of a felony? If yes, please explain \_\_\_\_\_ € Yes € No  
 (*a conviction will not automatically bar employment*) \_\_\_\_\_

Date available for work \_\_\_\_\_ What is your desired salary range? \$ \_\_\_\_\_  
 Will you work? € Full Time € Part Time € Temporary € Day Shift € Night Shift  
 (*check all that apply*) € Overtime € Weekends € Other (describe \_\_\_\_\_ )

**Employment History** Starting with your most recent employer, provide the following information.

Employer	Telephone # ( )	Dates Employed From: To:
Street Address	City:	State:
Job Title	Supervisors name:	
Why did you leave?	Major job responsibilities:	

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Street Address	City:	State:
Job Title	Supervisors name:	
Why did you leave?	Major job responsibilities:	

May we contact your present/last employer? € Yes € No

**References** List two school, work, or personal references we may contact. Do not list family members.

Name	Title	Telephone Number	Number of Years Known

**Skills and Qualifications** Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

**Computer Skills** *(Include software titles and years of experience)*

- Word processing \_\_\_\_\_
- Spreadsheets \_\_\_\_\_
- E-mail \_\_\_\_\_
- Internet \_\_\_\_\_
- Other \_\_\_\_\_

**Equipment Experience** *(note any certificates beside equipment)*

- Forklift \_\_\_\_\_
- Pay loader \_\_\_\_\_
- Tractor/Farm Equipment \_\_\_\_\_
- Trac Mobile \_\_\_\_\_

**Job Experience related to position you are applying:**

**Education** Starting with your most recent school attended, provide the following information.

School (include City and State)	Years Completed	Completed	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree / Certificate <input type="checkbox"/> Other	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree / Certificate <input type="checkbox"/> Other	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree / Certificate <input type="checkbox"/> Other	

**Applicant Statement**

- Please read and sign below – In exchange for consideration of my employment by KAAPA Ethanol L.L.C.
- I certify that all information I have provided in order to apply for and secure work with KAAPA Ethanol L.L.C. is true, complete and correct.
- I expressly authorize, without reservation, KAAPA Ethanol L.L.C., its representatives, employees or agents to contract and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding KAAPA Ethanol L.L.C., its agents, employees or representatives, for seeking gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.
- I understand that KAAPA Ethanol L.L.C. does not lawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.
- I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from KAAPA Ethanol L.L.C. and still wish to be considered for

employment, it will be necessary for me to reapply and fill out a new application.

- If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and KAAPA Ethanol L.L.C. reserves the right to terminate my employment at any time, with or without cause and with or without prior notice, except as required by the law. This application does not constitute any agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of KAAPA Ethanol L.L.C. is authorized to make any assurances to the contrary and that no implied oral or written agreement contrary to the forgoing express language are valid unless they are in writing and signed by KAAPA Ethanol L.L.C.'s General Manager.
- I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.
- I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration from employment, or (ii) may result in my immediate discharge from KAAPA Ethanol L.L.C. service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**  
**I certify that I have read, fully understand and accept all terms of the forgoing Applicant Statement.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_