**OhioValley LUMBER COMPANY**

# APPLICATION FOR EMPLOYMENT

328 14th St.
Ambridge, PA 15003
Phone 412-266-4700

We are an Equal Opportunity Employer. It is our policy to abide by all Federal, State and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

***(PLEASE PRINT)*** Date of Application _____

Position(s) Applied For _____

Referral Source: ❑ Advertisement ❑ Friend ❑ Relative ❑ Walk-In ❑ Employment Agency ❑ Other _____

Name _____ (Last / First / Middle)

Address _____ (Number Street / City / State / Zip Code)

Telephone ( Area Code ) _____ Social Security Number _____

If employed and you are under 18, can you furnish a work permit? ❑ Yes ❑ No

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Have you filed an application here before? ❑ Yes ❑ No If yes, give date _____

Have you ever been employed here before? ❑ Yes ❑ No If yes, give date _____

Are you employed now? ❑ Yes ❑ No May we contact your present employer? ❑ Yes ❑ No

If hired, can you furnish proof you are legally entitled to work in the United States? ❑ Yes ❑ No

On what date would you be available to work? _____

Are you available to work ❑ Full Time ❑ Part-Time ❑ Shift Work ❑ Temporary

Can you travel if a job requires it? ❑ Yes ❑ No

Have you been convicted of a felony within the last 7 years? ❑ Yes ❑ No

If yes, please explain _____
(Conviction will not necessarily disqualify applicant from employment.)

## PERSONAL REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

| Name and Occupation | Address | Phone Number |
|---|---|---|
| | | |
| | | |
| | | |

| ***EDUCATION*** | Elementary | High | College/University | Graduate/Professional |
|---|---|---|---|---|
| School Name | | | | |
| Years Completed (circle) | 4 5 6 7 8 | 9 10 11 12 | 1 2 3 4 | 1 2 3 4 |
| Diploma/Degree | | | | |
| Course of Study | | | | |
| Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities | | | | |

Honors Received:

State any additional information you feel may be helpful to us in considering your application.

*If you need additional space, please continue on a separate sheet of paper.*

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## SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience such as specific office skills, machines used, etc.

_____

_____

_____

_____

## *EMPLOYMENT HISTORY*

| Employer | Telephone | Dates Employed From | Dates Employed To | WORK PERFORMED |
|---|---|---|---|---|
| Address | | | | |
| Job Title | | Hourly Rate/Salary Starting | Hourly Rate/Salary Final | |
| Supervisor | | | | |
| Reason for Leaving | | | | |

| Employer | Telephone | Dates Employed From | Dates Employed To | WORK PERFORMED |
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| Address | | | | |
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| Supervisor | | | | |
| Reason for Leaving | | | | |

## Applicant's Statement

I understand this application is considered current for 90 days. If I want to be considered for employment after that time, I must renew my application in writing.

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment. I further understand said background check may also involve the Company's obtaining an investigative consumer report on me which may cover such areas as my character and general reputation.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

_____ Signature of Applicant _____ Date

### For Personnel Department Use Only

Arrange Interview ☐ Yes ☐ No _____ Interviewer _____ Date

Remarks _____

Employed ☐ Yes ☐ No Date of Employment _____ Hourly Rate/Salary _____

Job Title _____ Department _____ By