

O.C. CLUSS LUMBER COMPANY *APPLICATION FOR EMPLOYMENT*

O.C. Cluss Lumber Company is an Equal Opportunity Employer. No question on this application is asked for the purpose of limiting or excluding any applicant's consideration for employment because of his/her race, color, religion, age (40 or older), sex (except where age or sex constitute a bonafide occupational qualification), ancestry, national origin, veteran status, non job related handicap or disability, or any other legally protected status. All information will be treated confidentially. This application is void after six months. If you have not been hired within that period of time and are interested in being considered for employment, you must come in and reapply.

O. C. Cluss Lumber Company is committed to providing a safe and productive work environment that encourages every employee to achieve the highest level of personal and professional satisfaction possible. Substance abuse can create safety and health hazards, which could possibly put other employees at risk. Every pre-employment job offer will be conditioned upon the applicant passing a drug test. The failure of any such test, or the failure to take the test, will result in the offer being withdrawn.

If you require assistance or a reasonable accommodation in completing this application or any aspect of the interview process, please contact the Human Resource Manager or Office Manager.

PLEASE PRINT

PLEASE USE INK

PLEASE ANSWER ALL QUESTIONS

Position Applied For:
(check **all** that apply)

- Clerical/Office
- Driver/Warehouse
- Installer
- Sales _____
- Stockroom
- Yard/Outside operations
- Other _____

CHECK ALL THAT APPLY:

- Full Time
- Part Time (Hours available/week _____)
- Temporary
- Seasonal (From _____ to _____)

Willing to work
(check **all** that apply)

- Days
 - Evenings
 - Rotating Shifts
 - Weekends
 - Days of Week (Circle Below)
- | | | | | | |
|----------|----------|----------|-----------|----------|----------|
| <u>M</u> | <u>T</u> | <u>W</u> | <u>Th</u> | <u>F</u> | <u>S</u> |
| AM | AM | AM | AM | AM | AM |
| PM | PM | PM | PM | PM | PM |

Location Applied At:

- Uniontown
- Greensburg
- Fairmont
- Oakland

Last Name

First Name

Middle Name

Address *Number*

Street

City

State

Zip Code

Telephone Number(s)

(H)

(W)

Social Security Number

■ Minimum Salary Requirements: _____

■ On what date are you available for work? _____

■ Will you work extra hours if required?

Yes No

■ Are you 18 or older?

Yes No

If not, can you provide required proof of your eligibility to work?

Yes No

■ Have you ever been employed by O.C. Cluss Lumber before?

Yes No

If yes, when and in what capacity? _____

■ Are you currently working?

Yes No

■ Are you legally eligible for employment in the United States?

Yes No

(Proof of citizenship or the ability to work in this country will be required upon employment)

■ Have you ever been convicted of or pleaded guilty to a felony?

Yes No

(Conviction will not necessarily disqualify an applicant from employment)

If yes, please explain: _____

EDUCATION:

	Secondary, GED or other equivalent degree	Business/Trade	College/University
School Name And Location			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Did You Graduate?	Yes No	Yes No	Yes No
Year of Graduation			
Diploma/Degree			
Describe any specialized training or apprenticeship skills:			
List all training you received while serving in the military:			
List any equipment, machines, computer and/or software training:			
Typing speed: _____ wpm			
Did you attend any of the above listed institutions under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If so, what name? _____			

FOR TRUCK DRIVER APPLICANTS ONLY:

Are you 21 years of age or older? Yes No

Current license#: _____ State: _____ Class (CDL?): _____ Exp. Date: _____

Have you ever had any license, permit or privilege to operate a motor vehicle denied, revoked or suspended? Yes No

If yes, explain: _____

Have you been involved in an accident in the past 3 years? Yes No

If yes, explain: _____

Have you been convicted of violations of motor vehicle laws or ordinances (other than parking) in the last 3 years? Yes No

of points: _____ If yes, describe: _____

Types of equipment used: Trucks Truck Tractors Short Trailers Free Trailers Other

Are you currently licensed in accordance with the Department of Transportation regulations? Yes No

EMPLOYMENT EXPERIENCE:

Please start with your present or last job. You may include volunteer activities and military service. You should exclude organizations that indicate race, religion, national origin, disability or other protected status. Please explain any periods of unemployment.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		From	To	
	Job Title	Supervisor		
	Reason for leaving			

2. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)		Hourly Rate/Salary	
		From	To
Job Title	Supervisor		
Reason for leaving			

3. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)		Hourly Rate/Salary	
		From	To
Job Title	Supervisor		
Reason for leaving			

4. Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)		Hourly Rate/Salary	
		From	To
Job Title	Supervisor		
Reason for leaving			

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

May we contact your present employer?

Yes No

Were you employed at any of the above listed employers under a different name? If so, what name _____

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special job-related skills and qualifications acquired from employment or other experience:

REFERENCES:

1.	_____ () _____ (Name) (Phone #)
	_____ (Address)
2.	_____ () _____ (Name) (Phone #)
	_____ (Address)
3.	_____ () _____ (Name) (Phone #)
	_____ (Address)

