

TAHLEQUAH LUMBER

1701 PARK HILL RD. TAHLEQUAH, OK 74464 PHONE: 918.456.2506 FAX: 918.458.0443

Applicant Name _____
Home Phone _____
Cell Phone _____
Email Address _____

Current Address _____
City _____
State & Zip _____
Social Security Number _____

Application for Employment

This application is good for 60 days.

An Equal Opportunity Employer

Tahlequah Lumber is an equal opportunity employer.

This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Employment Positions

Position(s) applying for: _____

Are you applying for?

Regular part-time work? Y or N

Regular full-time work? Y or N

What days and hours are you available for work?

If hired, on what date can you start working? ____ / ____ / ____

Can you work on the weekends? Y or N

Hourly Rate Expected: _____

Are you currently employed? Y or N

May we contact your present employer? Y or N

SU	M	T	W	TH	F	SA

Store Hours

M-F 7-6 SA 7-5 SU 11-5

Personal Information:

Have you ever applied to / worked for Tahlequah Lumber before? Y or N

If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for Tahlequah Lumber? Y or N

If yes, state name & relationship: _____

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Y or N

If hired, are you willing to submit to and pass a controlled substance test? Y or N

Do you have a valid Drivers License? Y or N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? Y or N

If no, describe the functions that cannot be performed

(Note: Tahlequah Lumber complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Have you ever been charged with a criminal offense (felony or misdemeanor)? Y or N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education, Training and Experience

High School:

School name: _____
 Number of years completed: _____
 Degree or GED: _____

College / University:

School name: _____
 Number of years completed: _____
 Degree: _____

Vocational School:

Name: _____
 Number of years completed: _____
 Degree: _____

Military:

Branch: _____
 Rank in Military: _____
 Total Years of Service: _____
 Skills/duties: _____

List any professional/trade experience, civic involvement, or honors you would like us to consider.

Employment Experience

Employer	Dates Employed
Telephone	From: _____ To: _____
Job Title	Hourly Rate/Salary
Supervisor	Starting: _____ Final: _____
Reason for Leaving	Work Performed
Employment Location (city, state)	

Employer	Dates Employed
Telephone	From: _____ To: _____
Job Title	Hourly Rate/Salary
Supervisor	Starting: _____ Final: _____
Reason for Leaving	Work Performed
Employment Location (city, state)	

Employer	Dates Employed
Telephone	From: _____ To: _____
Job Title	Hourly Rate/Salary
Supervisor	Starting: _____ Final: _____
Reason for Leaving	Work Performed
Employment Location (city, state)	

Applicant's Statement

These answers are true and complete to the best of my knowledge. Tahlequah Lumber may investigate all statements in this application, and I understand that any false/misleading information provided may result in immediate discharge, if hired, at the time it is discovered, irrespective of the year involved. I understand that this application is not a contract of employment, and if hired, regardless of any oral representatives to the contrary, the employment relationship between myself and the company is terminable at will. Any change in this employment relationship must be in writing.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the company, to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required depending upon company policy. I authorize the company to make a thorough investigation of my past employment, education and job-related activities and release from all liability all persons, companies and corporations supplying such information. I also indemnify this company against any liability which might result from making such investigations.

Additionally, I authorize the company to supply my employment record, as its sole discretion, in whole or in part to any prospective employer, government agency or other party, with an interest that the company deems appropriate.

Signature of Applicant

Date

Interviewed By