

## READ ME FIRST!!

### Instructions to submit completed application

1. Fill out the form and sign electronically
2. Download and save the form to your desktop
  - a. Note: Once you have signed the document no changes can be made, so verify all information is correct before electronically signing.
3. Open Email provider
4. Compose New Email
5. Attach document
6. Email to [jamier@baes.com](mailto:jamier@baes.com)



If you need assistance, please call Cyndi Odom @ 918-258-3581



# Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity.

## Personal Information

Referred by: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

If you are under 18 and it is required, can you furnish a work permit?

Yes ☐ No ☐

If no, explain: \_\_\_\_\_

Have you ever been employed here before? Yes ☐ No ☐

If yes, provide details: \_\_\_\_\_

Are you legally eligible to work in the US?

Yes ☐ No ☐

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime?

Yes ☐ No ☐ If yes, please provide dates and details \_\_\_\_\_

If selected for employment, are you willing to submit to a background check?

Yes ☐ No ☐

SS# : \_\_\_\_\_

DL# : \_\_\_\_\_

## Position

Position you are applying for \_\_\_\_\_

Available start date \_\_\_\_\_

Desired pay \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodations)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes ☐ No ☐

Employment desired \_\_\_\_\_

Full time ☐

Part time ☐

Seasonal/Temporary ☐

## Education

| School name | Location | Years attended | Degree received | Major |
|-------------|----------|----------------|-----------------|-------|
|             |          |                |                 |       |
|             |          |                |                 |       |
|             |          |                |                 |       |
|             |          |                |                 |       |

## References (business and professional only)

| Name | Title | Company | Phone |
|------|-------|---------|-------|
|      |       |         |       |
|      |       |         |       |
|      |       |         |       |

## Computer Skills (Include software titles)

Word Processing \_\_\_\_\_ Years: \_\_\_\_\_

Spreadsheet \_\_\_\_\_ Years: \_\_\_\_\_

Presentation \_\_\_\_\_ Years: \_\_\_\_\_

E-Mail \_\_\_\_\_ Years: \_\_\_\_\_

Internet \_\_\_\_\_ Years: \_\_\_\_\_

Other \_\_\_\_\_ Years: \_\_\_\_\_

## Employment History

|              |                   |                 |     |
|--------------|-------------------|-----------------|-----|
| Employer (1) | Job title         | Dates employed  |     |
| Work phone   | Starting pay rate | Ending pay rate |     |
| Address      | City              | State           | Zip |
| Employer (2) | Job title         | Dates employed  |     |
| Work phone   | Starting pay rate | Ending pay rate |     |
| Address      | City              | State           | Zip |
| Employer (3) | Job title         | Dates employed  |     |
| Work phone   | Starting pay rate | Ending pay rate |     |
| Address      | City              | State           | Zip |

## Signature Disclaimer

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact 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 the employer, 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 this employer does not unlawfully 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 30 days. At the conclusion of that time, if I have not heard from the employer 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 the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

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.

This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

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 for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE SIGNATURE DISCLAIMER.**

I certify that I have read, fully understand and accept all terms of the foregoing Signature Disclaimer.

Name (please print)

Signature

Date