



OGLEBAY INSTITUTE  
APPLICATION FOR EMPLOYMENT

*Oglebay Institute is an equal opportunity employer, dedicated to a policy of non-discrimination in employment. Oglebay Institute does not discriminate in hiring on the basis of race, color, religion, sex, national origin, ancestry, disability (including blindness), age, familial status, veteran status, or any other status protected by law.*

I. Personal Information:

Name: Last First Middle

Present Address: City State Zip Code

Permanent Address (if different from above)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number Birthdate

\_\_\_\_\_  
Email Telephone Number

*Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.*

Position Applied For: \_\_\_\_\_

1. Are your records under any other name? If yes, please provide other name(s):  
\_\_\_\_\_

2. Do you have any relatives who are presently (or have formerly been) employed by Oglebay Institute? Yes \_\_\_\_\_No \_\_\_\_\_. If yes, please list name and relationship.  
\_\_\_\_\_

3. Have you ever been convicted of a felony? \_\_\_\_\_Yes \_\_\_\_\_No. If yes, please explain:  
\_\_\_\_\_

II. Educational History

Degree	School Name/Location	Yrs. Complete
High School	_____	_____
College	_____	_____
Tech. Training	_____	_____
Other	_____	_____

III. Employment Record (Please include all employment and self-employment for the last 15 years).

1. \_\_\_\_\_  
Company Name \_\_\_\_\_ Position Held \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_ Date Employed \_\_\_\_\_  
\_\_\_\_\_ Manager Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
Brief description of duties: \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
Company Name \_\_\_\_\_ Position Held \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_ Date Employed \_\_\_\_\_  
\_\_\_\_\_ Manager Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
Brief description of duties: \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
Company Name \_\_\_\_\_ Position Held \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_ Date Employed \_\_\_\_\_  
\_\_\_\_\_ Manager Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_ Wage/Salary \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
Brief description of duties: \_\_\_\_\_  
\_\_\_\_\_

IV. Licenses (Please provide any licenses you possess that may be necessary for hire (ex. Driver's License, etc.).

Title	#	Expiration Date
_____	_____	_____
_____	_____	_____

V. References (Please do not include relatives)

1. _____	_____
Name	Address
_____	_____
Telephone	Yes Known/Occupation
2. _____	_____
Name	Address
_____	_____
Telephone	Yes Known/Occupation
3. _____	_____
Name	Address
_____	_____
Telephone	Yes Known/Occupation

VI. Salary/Hourly Rate Requirements

(If your application receives favorable consideration, what salary/hourly rate would you require?)

\$ \_\_\_\_\_ per \_\_\_\_\_.

## Background Research Release

*Please read this section carefully and acknowledge your understanding by signing your name in the space below.*

I certify that all of the statements made by me on this application for employment are true, correct and complete to the best of my knowledge.

1. Consent to Background Investigation

I consent to a complete background investigation, including a criminal background check. I give Oglebay Institute permission to fully investigate my background and suitability for employment, including my education, qualifications, and past employment. I give permission to anyone contacted by Oglebay Institute, including past employers, to discuss and disclose information about me for this purpose. I promise and agree not to make any claims or take legal action against anyone (including past employers) as a result of any information given to Oglebay Institute.

2. False Information

I understand that providing false information will be grounds for rejecting my application or for immediate dismissal.

3. Employment “At Will”

I understand that employment with Oglebay Institute is “at will” and can be terminated at any time with or without reason or cause by either Oglebay Institute or the employee. I understand that nothing in this application or the interview process is intended to create a contract of any kind. I understand that no manager or representative of Oglebay Institute has authority to enter into any employment contracts on behalf of OI, including any contract that promises employment for a specific length of time. Any exceptions must be authorized in writing and signed by the president of Oglebay Institute.

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Applicant’s Signature

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Date