



OGLEBAY INSTITUTE  
APPLICATION FOR EMPLOYMENT

*Oglebay Institute is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, or disability that does not prohibit performance of essential job functions.*

I. Personal Information:

Name: Last First Middle

Present Address: City State Zip Code

Permanent Address (if different from above)

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number 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 for the last 5 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	Occupation
2. _____	_____
Name	Address
_____	_____
Telephone	Occupation
3. _____	_____
Name	Address
_____	_____
Telephone	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 Conduct Background Investigation

As a condition of and in consideration for Oglebay Institute consideration of this application, I give permission to Oglebay Institute to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on this application, as well as interviews with past employers. If further give permission to Oglebay Institute, to conduct this investigation and to discuss the results of this investigation in connection with my application for employment.

2. Consent to Contact Past Employers

I give permission to Oglebay Institute to contact all employers listed in this application (except those specifically excluded) for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with Oglebay Institute. Consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of Oglebay Institute. I further waive all rights I may have under state law to receive a copy of any written statement provided by any of my former employees to Oglebay Institute. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release.

3. Consent to Contact Government Agencies

I give my permission to any agent, attorney or representative of Oglebay Institute, to receive a copy of any information obtained in the file of any federal, state or local court, government agency or investigator concerning notification of the request for a release of such information. In the event a state law does not provide for prospective employers to have access to information. I hereby delegate Oglebay Institute as my agent for receipt of information. I understand that the scope of this investigation will be limited to criminal and/or civil records that relate to my honesty, integrity and/or abilities.

4. Cooperation With Investigation

I agree to fully cooperate in Oglebay Institute's background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state or local governmental agency will not release reference information or criminal history information directly to the employer. I agree to personally request such information to the extent permitted by law.

5. Falsification Statement

I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application or, if discovered after an offer of employment, for immediate dismissal.

6. Employment "At Will"

In consideration of my employment, I agree to conform to the rules and regulations of Oglebay Institute, and my employment and compensation is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the discretion of either Oglebay Institute, or myself, except as otherwise provided by law. I understand that no manager or representative of Oglebay Institute, other than the President of Oglebay Institute, has authority to enter into any agreement for employment for any specified period of time or to make any agreement or contract to the forgoing, and that nay promises to the contrary will only be relied upon by me if they are in writing and signed by the President of Oglebay Institute.

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Applicant's Signature

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Date