



The OSBF provides employment opportunities based on individual abilities, without regard to race, color, religion, sex, ancestry, national origin, age, sexual orientation or non-disqualifying physical or mental disability all in accordance with and limited by the provisions or applicable laws and/or regulations promulgated pursuant to such laws. This policy applies to all aspects of employment, including hiring, promotion, demotion, recruitment, training, compensation, benefits and termination.

**PERSONAL BACKGROUND**

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip Code

Permanent Address \_\_\_\_\_  
Street City State Zip Code

Phone No. (\_\_\_\_) \_\_\_\_\_ Social Security # \_\_\_\_\_

Email Address \_\_\_\_\_

Position Applying for \_\_\_\_\_ Salary Desired \_\_\_\_\_

Employment Desired: Full Time ☐ Part Time ☐ Hours Available \_\_\_\_\_

Are you willing to work overtime? Yes ☐ No ☐ How did you hear of our organization? \_\_\_\_\_

EDUCATIONAL BACKGROUND	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	DEGREE AND MAJOR
High School				Degree _____ GPA _____
				Major _____ Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
College				Degree _____ GPA _____
				Major _____ Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
Graduate or Professional				Degree _____ GPA _____
				Major _____ Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
Trade, Business				Degree _____ GPA _____
				Major _____ Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>

Have you ever been convicted of or plead guilty to a crime? Yes ☐ No ☐ (A conviction will not automatically disqualify you from being considered as a candidate for employment, but if your conviction is the basis for your rejection, you will be informed as such).

If "Yes", please explain: \_\_\_\_\_

Do you have a valid driver's license? Yes ☐ No ☐

Have you had any moving violations during the past three years? Yes ☐ No ☐

If yes, describe: \_\_\_\_\_

Are you over 18 years of age? Yes ☐ No ☐ If "No", state age: \_\_\_\_\_

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? Yes ☐ No ☐

(Verification and completion of Form I-9 must be submitted no later than three business days after date of hire.)

Do you have any special training or skills (i.e., computer programming/language software, equipment operation, etc.)? \_\_\_\_\_

## WORK EXPERIENCE

Please list the jobs you have held beginning with your current position or most recent job held. If you were self-employed, please indicate this. You may include any verifiable work performed on a volunteer basis, internship or military service.

Most Recent Company: \_\_\_\_\_

Address: \_\_\_\_\_

Position / Title \_\_\_\_\_

May we contact this employer? Yes ☐ No ☐

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Last Supervisor: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Position / Title \_\_\_\_\_

May we contact this employer? Yes ☐ No ☐

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Last Supervisor: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Position / Title \_\_\_\_\_

May we contact this employer? Yes ☐ No ☐

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Last Supervisor: \_\_\_\_\_

List additional jobs on a separate sheet.

## REFERENCES

Please list three work-related references whom we may contact. Include at least one current/past co-worker and one current/past supervisor.

	Name & Position	Company	Telephone Number	Email Address
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

## APPLICANT'S STATEMENT

By signing below, I certify that I have read, understand and agree to each of the following statements:

If you are hired, this application becomes part of your official employment record. All of the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information, which, if known to the Company, would affect my application unfavorably.

If the Company hires me, and if the Company discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job.

In consideration of my employment with the Company, I agree to abide by all the Company's rules and regulations. I understand that nothing in this employment application creates a contract of employment between the Company and me. If I am hired by the Company, my employment and compensation are "at will", which means that my employment can be terminated, either by the Company or me, with or without reason and with or without notice.

I give the Company my permission to conduct any investigation, now or in the future regarding the information contained in my employment application, which the Company thinks is necessary to determine my qualifications for assuming or maintaining a job with the Company. I give the Company my permission to contact any former employer, school, college or university, utility company, credit or financial bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record, and I give my consent to any such source to release to the Company whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability which might result from furnishing any information about me.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
07/01/2025