



# I.N.R. BEATTY LUMBER CO.

General Office  
2001 Cherry Hill Road  
Joliet, IL 60433

(815) 724-1322

FAX (815) 723-8520

## APPLICATION OF EMPLOYMENT EQUAL OPPORTUNITY EMPLOYER

### DESIRED LOCATION OF EMPLOYMENT

Joliet     Beecher     Corporate Office

### PERSONAL DATA

Last Name	First Name	Middle	Date
Social Security No.			
Address			
City		State	Zip
Home Phone (      )		Other Phone (      )	
If employed, can you provide proof of authorization to work in the U.S.?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you over the age of 18?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Position applying for:			
Type of employment you are applying for If Part Time list day(s) and hours available:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Summer Only
Referred by:			

### EDUCATION RECORD

<b>HIGH SCHOOL</b>			
Name and Location			
Did you graduate?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>COLLEGE/UNIVERSITY</b>			
Name and Location			
Degrees or Diplomas		Years attended 1 2 3 4	
<b>TRADE OR TECHNICAL TRAINING</b>			
Name and Location			
Degrees or Diplomas			

### SPECIAL SKILLS

Summarize any special skills (office or yard) or qualifications that you acquired through employment or other experience.  
List shop equipment you are qualified to operate if applicable.

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## EMPLOYMENT HISTORY

<b>1. EMPLOYER</b>	Dates of Employment
Address	
Phone (     )	Ending Salary
Title/Duties	
Manager's/Supervisor's Name	
<b>2. EMPLOYER</b>	Dates of Employment
Address	
Phone (     )	Ending Salary
Title/Duties	
Manager's/Supervisor's Name	
<b>3. EMPLOYER</b>	Dates of Employment
Address	
Phone (     )	Ending Salary
Title/Duties	
Manager's/Supervisor's Name	

## PERSONAL DATA

Have you been convicted of a felony in the last seven years? <i>(A conviction will not necessarily bar you from employment)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO		
Explain conviction:		
Have you been employed here before?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
May we contact your current employer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

I certify that all of my answers given here are true and complete to the best of my knowledge, and that omissions or supplying false or misleading information herein shall result in immediate disqualification for consideration for employment or termination from employment regardless of when such omissions or false or misleading information are discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision: and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information.

I understand that neither this document nor any offer of employment from I.N.R. Beatty Lumber Co. constitutes an employment contract, express or implied. If employed, either I or I.N.R. Beatty Lumber Co. may end the employment relationship at any time with or without notice and with or without cause.

I voluntarily give I.N.R. Beatty Lumber Co. the right to make a thorough investigation of my past employment, personal history and financial credit record. I agree to cooperate in such investigation, and release from liability or responsibility I.N.R. Beatty Lumber Co., its agents and all persons, companies or corporations supplying such information. I authorize all investigative or credit agencies, bureaus, police departments and other persons or governmental authorities to supply any information concerning myself and my background, and release them from any liability arising from such activities. I understand that under the law, I am entitled to know if my employment is denied because of information from a consumer reporting agency. Upon written request, I will be informed if such a report was sought by I.N.R. Beatty Lumber Co. for employment purposes and of the nature and scope of this investigation.

I.N.R. Beatty Lumber Co. is committed to maintaining a drug-free workplace. Therefore, an offer of employment is conditioned upon prospective employees passing a physical which will include a standard employment physical, back x-ray, and a drug and alcohol screen. I have read, understand, and by my signature consent to the above statements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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## **PERSONAL CREDIT BUREAU AUTHORIZATION**

My signature below denotes that I voluntarily give I.N.R. Beatty Lumber Co. the right to make a thorough investigation of my personal financial credit record. I agree to cooperate in such investigation, and release from liability or responsibility I.N.R. Beatty Lumber Co., its agents and all persons, companies or corporations supplying such information. I authorize all credit agencies, bureaus, and other persons or governmental authorities to supply any information concerning myself and my background, and release them from any liability arising from such activities.

I understand that under the law, should my employment application be questioned due in whole or part on my personal credit bureau report, I will receive copies of that report and A Summary of Your Rights Under the Fair Credit Reporting Act prior to I.N.R. Beatty Lumber Co., its agents or persons taking any adverse action. Should adverse action be taken based in whole or in part on my personal credit bureau report, I will be notified (verbally, electronically and/or in writing) of that action, including the name and phone number of the reporting credit agency and a statement of my rights to free disclosure of my credit file.

I have read, understand, and by my signature consent to the above statements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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## **REQUEST FOR MOTOR VEHICLE REPORT**

The Fair Credit Reporting Act (FCRA), under the Federal Trade Commission (FTC), has characterized a Motor Vehicle Report (MVR) as a consumer report.

Since our request for an MVR might be used for employment purposes, we are required to have a signed authorization form in order to obtain the MVR.

Please complete this authorization form, so we can request an MVR.

I authorize my employer/prospective employer \_\_\_\_\_  
to obtain my motor vehicle report.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

Birth date: \_\_\_\_\_