



Taylor Industries - Equal Opportunity and Drug-Free Employer
 6015 N Xantus Ave Tulsa, OK 74130 Phone: 918-2667301
jobs@taylorindustries.net

Application for Employment

This application was designed for use with several types of positions throughout Taylor Industries ("Taylor"). Some questions may not be completely applicable to the position for which you are applying. If you are applying for a DOT driving position, be sure to also complete the DOT Supplement to Application. You should answer all questions, but if a question or section does not apply, please mark N/A or none, as appropriate.

Application must be filled out in either blue or black ink.

Today's Date		Position(s) Applied for		
Last Name		First Name	Middle Name	Maiden/Former Names
Address		City	State	Zip Code
Day Telephone Number () ()	Cell Phone Number () ()		Social Security Number:	

Have you been employed with Taylor before? Yes No Date/Location: _____

Have you applied for a position with Taylor before? Yes No Date/Location: _____

List special skills or training which might qualify you for the position you are applying for:

Are you currently employed? Yes No

Are you legally authorized to work in the United States? Yes No

Date you can start employment? _____ Are you under 18 years of age? Yes No

Do you require reasonable accommodations to perform any functions of the job duties you are applying for? Yes No

Do you have any relatives, family members, or friends employed with Taylor? Yes No

If yes, please list their name(s): _____ Relationship to you: _____

What are your salary requirements? _____ Can you meet the attendance requirements? Yes No

Are you available to work: Full time Part time Temporary Shift work

Are there any hours you cannot work? Yes No If yes, what hours? _____

If overtime is required, will you be willing and able to accommodate? Yes No

If no, please explain _____

If travel is required, will you be willing to accommodate? Yes No

If no, please explain _____

Referral Source: _____ Advertisement _____ Employee referral (Taylor Employee's Name) _____

_____ Job Fair _____ College Recruit _____ Employment Agency (Agency's Name) _____

_____ Walk in, Mail in _____ Other (Specify) _____

Applicant's Name: _____

Education

	High School	College/University	Business/Technical
School Name			
Address			
City/State/Zip			
Circle Years Completed	9 10 11 12	1 2 3 4 5 6	1 2 3 4
Diploma, Degree, Major, and/or Course of Study			
Describe any specialized training, apprenticeships, skills or extra-curricular activities:			
Describe any honors or awards you have received:			
Give any other information that might be helpful to us in considering your application:			

Past Employment

Fill out this section in its entirety, even if similar information is included in your resume. List your current or most recent employer first. If applying for a DOT position, account for employment experience for past 10 years, or if non-DOT position, list the last 3 employers, including military service. For DOT applications, additional past employment history may be continued on the DOT Supplement to Application, if necessary.

Current or Most Recent Employer

Company Name: _____		Address: _____	
City: _____		State: _____	
Telephone Number: _____		Zip Code: _____	
()			
Telephone Number:	Position Held:	Immediate Supervisor's Name and Contact Number:	
()			
Starting Date:	Ending Date:	Starting Rate:	Ending Rate:
Describe Duties: _____			
Reason for Leaving: _____			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Previous Employer

Company Name: _____		Address: _____	
City: _____		State: _____	
Telephone Number: _____		Zip Code: _____	
()			
Telephone Number:	Position Held:	Immediate Supervisor's Name and Contact Number:	
()			
Starting Date:	Ending Date:	Starting Rate:	Ending Rate:
Describe Duties: _____			
Reason for Leaving: _____			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Previous Employer

Company Name: _____		Address: _____	
City: _____		State: _____	
Telephone Number: _____		Zip Code: _____	
()			
Telephone Number:	Position Held:	Immediate Supervisor's Name and Contact Number:	
()			
Starting Date:	Ending Date:	Starting Rate:	Ending Rate:
Describe Duties: _____			
Reason for Leaving: _____			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Applicant's Name: _____

References Give name, address and telephone number of two (2) work-related or professional references. *(No relatives)*

Name	Title/Occupation	Area Code/Telephone Number ()
Company	Complete Address	
Name	Title/Occupation	Area Code/Telephone Number ()
Company	Complete Address	

Previous Addresses List addresses for the Last Three Years

Address	City	State	Zip Code
Address	City	State	Zip Code
Address	City	State	Zip Code

MVR Information

Driving Experience:

Valid driver's license number and issuing state _____ Class _____ Expires _____
Has your license ever been revoked/suspended? Yes _____ No _____ If yes, please explain below: _____

The information below is required for **all** positions that may drive for business purposes (includes all management and administrative personnel).

List All Vehicle Accidents for the past 3 years

1. Date _____ Location _____
Describe _____

2. Date _____ Location _____
Describe _____

3. Date _____ Location _____
Describe _____

List All Traffic Citations for the past 3 years, including any related to the above reported vehicle accidents
(use additional sheets if necessary)

1. Date _____ Location _____
Describe _____

2. Date _____ Location _____
Describe _____

3. Date _____ Location _____
Describe _____

List All Alcohol/Drug Related Driving Offenses (DWI, DUI, etc.) (use additional sheets if necessary)

1. Date _____ Location _____
Describe _____

2. Date _____ Location _____
Describe _____

3. Date _____ Location _____
Describe _____

Applicant's Name: _____

Application Notification

In connection with and in consideration of my possible employment with Taylor Industries, I, the undersigned, hereby acknowledge and agree to the following:

I acknowledge and agree that this application and any other forms I complete are not a contract between me and Taylor. If I receive and accept an offer, my employment will depend upon my satisfactorily passing all pre-employment job specific testing and screening, including but not limited to, drug screening.

I understand that in connection with the application process, Taylor may request information from my past employers and any public or private agencies that have issued me either a professional or vocational certification or license. I also understand that such investigation may include a review of my criminal history, if any. I understand with full knowledge that the documents and information obtained by Taylor may include positive or negative facts and opinions that I may not agree with. These records are to be obtained and considered by Taylor in connection with any and all background information pertaining to my past, present, and future employment.

I understand and agree that if I am employed in a position requiring compliance with DOT regulations (truck driver, etc.), that in the event I am excluded from insurance coverage by Taylor's vehicle insurance carrier because of my driving record, my exclusion may mean that I am no longer qualified for continued employment.

Consent and Authorization to Release Information

I understand and agree that I must have a negative drug and / or alcohol screening prior to and during my employment. I may also be required to complete and pass a job specific physical agility test and, if applicable, medical certification test if my current Medical Certification Card has expired, as part of a conditional job offer and employment. Such testing may be performed by an outside testing source or a professional of Taylor's choice and I will be informed of all test results. I further understand that if I refuse to take such test, I may be denied current or future employment.

I authorize and consent to Taylor obtaining any and all documents and information regarding my previous employment from my present and past employers, or agent these employers may designate, regarding my employment, including, but not limited to, positions held, dates of employment, last pay rate, work performance, disciplinary records, reliability, incidents of dishonesty, failed substance abuse drug or alcohol test, insubordination, violence, criminal history, and/or unsafe, harmful or threatening behavior, including information based upon any and all materials in and out of my personnel files and records.

I authorize and consent to Taylor obtaining documentation or information from any public agency or private entity concerning any professional or vocational license or certification that I have held in the past or currently hold, including, but not limited to, documentation or information concerning whether such license or certification is in good standing, and any disciplinary or other proceedings concerning such license or certification.

ACKNOWLEDGEMENT

I HEREBY UNDERSTAND, AGREE TO, AND ACCEPT THE TERMS AND CONDITIONS SET FORTH WITHIN THIS APPLICATION. I FURTHER CERTIFY THE INFORMATION GIVEN BY ME ON THE APPLICATION AND IN THE EMPLOYMENT PROCESS IS TRUE AND CORRECT. I UNDERSTAND ANY MISREPRESENTATION OR OMISSION OF FACTS MAY RESULT IN REFUSAL TO OFFER ME EMPLOYMENT, OR IF I AM EMPLOYED, TERMINATION OF MY EMPLOYMENT.

I CERTIFY THIS APPLICATION WAS COMPLETED BY ME. ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Applicant's Name (Print): _____

Applicant's Signature: _____

Date Signed: _____

TAYLOR INDUSTRIES IS AN EQUAL OPPORTUNITY AND DRUG-FREE EMPLOYER