



Bixby Telephone Company Employment Application

5/11/15

Due to the nature of the telecommunications industry, complete honesty is an absolute requirement for working at this Company. Since work at this Company involves dealing with money and with confidential information concerning our customer's personal matters, it is necessary that we have employees who have integrity and will maintain the confidentiality that is required in such an environment. Also, some positions may involve driving Company vehicles. Therefore, absolute truth is necessary concerning all information contained in this application. Any false statement or misrepresentation will subject you to dismissal.

This application will be active for 60 days. After that period, if you still wish to be considered for a position, please contact our Human Resource Department.

Name: _____
First Middle Last

Telephone Number: _____

Street Address: _____

City, State, Zip: _____

Date: _____

Position Applied For: _____

Salary Requirements: _____

Type of work wanted: ☐ Full Time ☐ Part Time ☐ Temporary (summer)

Date Available: _____

Are you over 18 years of age? ☐ Yes ☐ No

Legal right to work in U.S.

☐ Yes ☐ No

A dishonest answer to either of the following two questions may lead to immediate dismissal. A "yes" answer may necessitate further review and inquiry, but will not necessarily preclude you from employment.

Have you ever been convicted of a crime?

☐ Yes ☐ No

Explain: _____

Do you have any legal actions pending?

☐ Yes ☐ No

Explain: _____

_ Do you have any relatives who are employed by Bixby Telephone Company?

☐ Yes ☐ No

If "Yes", please indicate name and relationship: Name: _____ Relationship: _____

Employment Record

Starting with PRESENT or most RECENT job, list all previous employers. Include self-employment, military service, summer, and part-time jobs. If you need more space, continue on a separate sheet.

PRESENT/PREVIOUS EMPLOYER	DATES (mo/yr) & SALARY	POSITION & DUTIES
Company Name	From \$ _____	
Street Address	To \$ _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
City, State, Zip	Telephone Number	Name & Title of Supervisor
Reason for Leaving		
Company Name	From \$ _____	
Street Address	To \$ _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
City, State, Zip	Telephone Number	Name & Title of Supervisor
Reason for Leaving		
Company Name	From \$ _____	
Street Address	To \$ _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
City, State, Zip	Telephone Number	Name & Title of Supervisor
Reason for Leaving		

If presently employed, why do you wish to change position? _____

Account for all periods of unemployment of one month duration or more since you left school until the present time.

FROM	TO	STATE WHAT YOU WERE DOING
Mo/Yr	Mo/Yr	
Mo/Yr	Mo/Yr	

EDUCATION

Name Address City State	Major/ Subject	Circle Last Year Completed	Did you graduate?	Degree	GPA
High School		1 2 3 4			
Business School		1 2 3 4			
College		1 2 3 4			

SKILLS INVENTORY

Please check each of the following skills that you possess:

BUSINESS MACHINES

☐ Typing – Speed _____ wpm
☐ Cash Register
☐ Multi-Line Phone
☐ Ten Key Calculator
☐ Switchboard
☐ Internet
☐ PC ☐ Macintosh
Word Processing: _____
Spreadsheets: _____

TOOLS / EQUIPMENT

☐ Power (please list) _____

☐ Hand (please list) _____

CERTIFICATIONS / LICENSES

List all certifications / licenses that pertain to the job for which you are applying:

General Information

Use the space below to describe your interest in telecommunications, and the skills and aptitudes that you feel qualify you for a position at this Company. You may wish to include civic and community activities, professional societies in which you participate, hobbies, sports, special training or skills, such as typing, accounting, bookkeeping, computer, word processing. Please do not list organizations which reveal race, color, national origin, religion, age, sex, disability, or veteran status.

PLEASE READ BEFORE SIGNING

If you have questions regarding the following statements, please ask them before signing. This Company does not discriminate in hiring or employment on the basis of race, color, national origin, religion, age, sex, disability, or veteran status.. No questions on this application are intended to secure information to be used for such discrimination. Receipt of this application does not imply that you will be offered employment. In processing this employment application, this Company may request a background report about you. You have the right to request this Company to completely and accurately disclose to you the content of those reports. Such a request must be made in writing to the Personnel Department within a reasonable time after you have submitted this application.

By signing your name below, you certify that all statements made by you on this application are true and complete to the best of your knowledge and that you understand that misrepresentations or omissions may be cause for rejection, or may be cause for subsequent dismissal if you are hired. By signing your name below, you understand that nothing contained in this application or in the interview process is intended to create an employment contract between the Company and you. Should this application result in your employment, you understand that Oklahoma is an Employment-At-Will state and, therefore, your employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the Company or yourself. You further understand that no representative of the Company other than CEO/President or Human Resources has any authority to enter into any agreement with you for any specified period of time or to guarantee some other personnel move or benefit. You further understand this entire statement applies to the period prior to or after you may be employed.

Compliance with Bixby Telephone Company's Alcohol and Drug Free Workplace policy is a condition of employment. Bixby Telephone Company strives to preserve a safe work environment free of drug and alcohol use. Each offer of employment is contingent upon successfully completing a urinalysis test/screen for drugs in accordance with Bixby Telephone Company policy. Continued employment is also contingent upon compliance with Bixby Telephone Company's Alcohol and Drug Free Workplace policy.

I hereby acknowledge that I have read and understand the above statements. _____
Signature of Applicant Date