



BUILT ON TRUST, SINCE 1911

4465 State Route 557
PO Box 40
Charm, OH 44617

Phone: 330-893-2251
Email: keimhr@keimlumber.com

Employment Application

An Equal Opportunity Employer

Thank you for your interest in employment at Keim! We invite you to complete the information below to apply for a role with our Company. You may attach other information which helps us understand how your background and goals may fit with our culture and vision.

Keim seeks to hire, train, pay, and provide other terms and conditions of employment, without regard to a person's race, color, religion, national origin, sex, age, disability, veteran status, or other characteristics protected by law. **Please complete this application in full.**

PERSONAL INFORMATION			
Full Name: <small>(including Middle Initial)</small>			Date of Application:
Current Address:			
Email Address:			
Telephone (day):	()	-	
(evening):	()	-	
Is Your Age Under 18?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<small>(If yes, you will need to provide a school certificate or Certificate of Completion before you can be employed.)</small>
Are you a U.S. citizen? If not, are you legally authorized to work in the U.S.?			<input type="checkbox"/> Yes <input type="checkbox"/> No

JOB INTEREST			
Job/Position Desired:			Date You Could Start Work:
Rank in order of preference the type of schedule you desire (1, 2, or 3):		Full-Time	Part-Time Seasonal
Hours You Can Work, if unable to work Full-Time:			Days You Can Work, if unable to work Full-Time:
How did you hear about Keim and the open position?	What hourly pay or salary are you seeking?		
Do you have any relatives who work for Keim or used to work for Keim? If yes, please list:			
If you are applying for a job that requires driving, do you have a valid driver's license?			<input type="checkbox"/> Yes <input type="checkbox"/> No



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EDUCATION & TRAINING

School (include City & State)	Years Completed	Completed	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	

EMPLOYMENT

Have you been employed by Keim before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates Employed From: Dates Employed To:
Have you signed a non-competition or employment agreement with a past employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

CURRENT/PREVIOUS EMPLOYER DATES (Month/Year) POSITION & DUTIES

Please list your previous employers (up to the past 10 years). This could include working for yourself, serving in the military, summer and part-time jobs. If you need more space, include additional information on the lines on the next page.
Please complete all sections for each employer.

Company Name:	Start Date:	End Date:	Position & Duties:
Street Address:			
City:	State:	Telephone Number: () -	
When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After an offer of employment			
Reason for Leaving this Job/Employer:			Name and Title of Manager:



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Company Name:	Start Date:	End Date:	Position & Duties:
Street Address:			
City:	State:	Telephone Number: () -	
When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After an offer of employment			
Reason for Leaving this Job/Employer:		Name and Title of Manager:	

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application. This could include any specialized training or courses you have completed that will aid in evaluating your qualifications for the position you are seeking. (Example: If applying for a clerical position, note training such as word processing, typing, calculator, computer, hardware, software, etc.)



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APPLICANT RELEASE & ACKNOWLEDGEMENT

I understand that any employment with Keim would be “at-will,” meaning that I or Keim could end my employment at any time, or for any reason consistent with applicable state or federal laws.

I permit Keim to conduct a full background investigation of my work and educational history, and to confirm all information given on this application and during interviews is true. I release Keim, and its representatives or agents, from any liability that might result from such an investigation. I permit all individuals, schools, employers and companies named in this employment application to provide any requested information and release them from all liability for providing the requested information.

I will complete any post-offer physical evaluations that Keim may require including testing for illegal or unauthorized drugs or other substances. I understand that any offer of employment is contingent upon my successfully passing any physical evaluation requirements and background investigation.

I certify that all statements in this completed application are true and I understand that any falsification or willful omission are enough cause for dismissal from employment or refusal to hire. My signature below confirms that I have read and understand the entire application and that I agree to the terms and conditions outlined above.

Applicant's Signature: _____ Date: _____