



Buckeye Ready-Mix, L.L.C. Application for Office/Clerical/Accounting

7657 Taylor Rd, Reynoldsburg, Ohio 43068 Phone (614) 575-2132 Fax (614) 542-3688

Name: _____ Date: _____

Home Address: _____

City, State _____ Zip: _____

Home phone: () _____ Other phone () _____

Position desired: _____ Full time _____ Part-time _____ Temporary _____

Rate of pay expected: _____ Have you worked for us before? _____

When and where? _____

Did anyone refer you to Buckeye Ready-Mix? Yes ___ if so, name : _____ No _____

Are you 18 years of age or older? Yes ___ No ___ Social Security Number _____ - _____ - _____

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

Have you ever been convicted of a felony in the past 7 years? Yes _____ No _____ If, YES, please explain:

Employment History

Current Employer: _____ Phone: () _____

Full Address: _____ Zip: _____

Position Held: _____ From: (Mo/Yr) _____ To: (Mo/Yr) _____

Responsibilities: _____

Reason for Leaving: _____ Ending Wages: _____

Previous Employer: _____ **Phone:** () _____

Full Address: _____ **zip:** _____

Position Held: _____ **From: (Mo. /Yr.)** _____ **To (Mo. /Yr.)** _____

Responsibilities: _____

Reason for Leaving: _____ **Ending Wage** _____

Next Previous Employer: _____ **Phone:** () _____

Full Address: _____ **Zip:** _____

Position Held: _____ **From: (Mo. /Yr.)** _____ **To: (Mo. /Yr.)** _____

Responsibilities: _____

Reason for Leaving: _____ **Ending Wage** _____

| <u>Experience</u> | | | |
|-------------------------------------|-------|-------|----------------------------|
| Do you have direct experience with: | YES | NO | How many years experience? |
| Supervision | _____ | _____ | _____ |
| Accounts Payable | _____ | _____ | _____ |
| Reconciliations | _____ | _____ | _____ |
| Prepare Customer Invoices | _____ | _____ | _____ |
| Accounts Receivable | _____ | _____ | _____ |
| Payroll | _____ | _____ | _____ |
| Payroll Taxes | _____ | _____ | _____ |
| Business/Sales Taxes | _____ | _____ | _____ |
| Collections | _____ | _____ | _____ |
| Customer Service Center | _____ | _____ | _____ |
| General Ledger | _____ | _____ | _____ |

Experience (con't)

| Do you have direct experience with: | YES | NO | How many years experience? |
|--|------------|-----------|-----------------------------------|
| Financial Reports | _____ | _____ | _____ |
| Cashier/Cash Handling | _____ | _____ | _____ |
| Multi-Line Phone System | _____ | _____ | _____ |
| Copy Machine | _____ | _____ | _____ |
| Facsimile Machine | _____ | _____ | _____ |
| Postage Meter | _____ | _____ | _____ |
| Filing | _____ | _____ | _____ |
| Human Resource Administration | _____ | _____ | _____ |
| Safety Administration | _____ | _____ | _____ |
| Workers' Compensation | _____ | _____ | _____ |
| Fleet Administration/Title Work | _____ | _____ | _____ |
| Business Insurance | _____ | _____ | _____ |
| Purchasing | _____ | _____ | _____ |
| Computer Experience (List Programs and Applications you have worked with) | _____ | | |
| | _____ | | |
| | _____ | | |
| Data Entry K.P.H | _____ | | |

Are You Bondable? **Yes** _____ **No** _____
(Refers to any criminal convictions that would prevent you from becoming bonded)

Are You A Notary? **Yes** _____ **No** _____
(Current Notary Public Commissioned by the State of Ohio)

| LEVEL OF EDUCATION | NAME AND LOCATION OF SCHOOL | YEARS COMPLETED/DEGREE |
|---|-----------------------------|------------------------|
| High School | | |
| College | | |
| Post Graduate | | |
| Certificate or Continuing Education Courses | | |

Tell Us About You....

| | |
|--|--------|
| Why do you think you should be considered for this position? | Answer |
| What do you consider your most outstanding work accomplishment? | Answer |
| What was your greatest work disappointment? | Answer |
| What kind of reference will your (most recent) Supervisor give you? | Answer |
| <u>Professional References</u> | |

| | |
|--|----|
| Name Company Name Position Phone Number | 1. |
| Name Company Name Position Phone Number | 2. |
| Name Company Name Position Phone Number | 3. |

APPLICANT PLEASE READ AND SIGN

"All answers I have given are truthful to the best of my knowledge. I understand that any offer of employment is contingent on the ability of Buckeye Ready-Mix, L.L.C to verify the information I have given. Any misrepresentations made by me are considered an act of dishonesty. I understand that if hired, our employer/employee relationship will be "At Will" where either party may terminate the relationship at any time, with or without cause. No statements made by Buckeye Ready-Mix, L.L.C. employees or its representatives, nor any written material I receive, will be construed as a contract of employment. I authorize, without reservation, any party or agency contacted by Buckeye Ready-Mix, L.L.C. to furnish requested information concerning my work history and character. I release all parties from any liability whatsoever as a result of furnishing such information."

APPLICANT SIGNATURE: _____ DATE: _____

Thank You for Your Interest in Buckeye Ready-Mix
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