



Usibelli Coal Mine, Inc. Employment Application

"AN EQUAL OPPORTUNITY EMPLOYER, M/F, DISABLED, AND VETERAN STATUS"

DATE (MM/DD/YY)

PERSONAL DATA

PRINT NAME IN FULL	LAST	FIRST	MIDDLE	SOCIAL SECURITY NUMBER		
MAILING ADDRESS			CITY	STATE	ZIP CODE	BUSINESS/SCHOOL PHONE
PERMANENT ADDRESS			CITY	STATE	ZIP CODE	HOME PHONE
ARE YOU UNDER 18 YEARS OF AGE? ☐ YES ☐ NO		HAVE YOU EVER BEEN CONVICTED IN A COURT FOR OTHER THAN A TRAFFIC MISDEMEANOR? ☐ YES ☐ NO				
IF YES, GIVE BIRTH DATE (MM/DD/YY)		IF YES, YOU WILL NOT NECESSARILY BE DISQUALIFIED FOR THE JOB APPLIED FOR. IF YES, STATE PARTICULARS.				

GENERAL

POSITION OR TYPE OF WORK DESIRED		SALARY EXPECTATIONS PER MONTH		DATE AVAILABLE	
GEOGRAPHIC PREFERENCE, IF ANY:		WILL YOU CONSIDER OTHER LOCATIONS? ☐ YES ☐ NO		ARE YOU WILLING TO TRAVEL? ☐ YES ☐ NO	
HOW WERE YOU REFERRED TO USIBELLI COAL MINE, INC.?					
HAVE YOU EVER APPLIED TO USIBELLI? ☐ YES ☐ NO		HAVE YOU EVER BEEN EMPLOYED BY USIBELLI? ☐ YES ☐ NO		IF SO WHEN?	LOCATION

- INSTRUCTIONS:
- 1 Account for all periods of employment and unemployment, including military.
 - 2 Beginning with your last or present employer, list all employers for whom you have worked, either full-time or part-time since you completed your full-time education.
 - 3 Include relevant employment before you completed your education.
 - 4 Describe, giving dates and reasons, each period of unemployment on a separate sheet. Attach to this application.
 - 5 Indicate by number any employers whom you do NOT want contacted for reference immediately. 1* 2* 3*

EMPLOYMENT HISTORY

EMPLOYED	NAME AND ADDRESS OF EMPLOYER	SUPERVISOR'S NAME	PAY RATE	REASON FOR LEAVING
FROM	1*			
TO	TYPE OF BUSINESS	AREA CODE - PHONE	HRS. PER WEEK	
JOB TITLE AND DUTIES				
EMPLOYED	NAME AND ADDRESS OF EMPLOYER	SUPERVISOR'S NAME	PAY RATE	REASON FOR LEAVING
FROM	1*			
TO	TYPE OF BUSINESS	AREA CODE - PHONE	HRS. PER WEEK	
JOB TITLE AND DUTIES				
EMPLOYED	NAME AND ADDRESS OF EMPLOYER	SUPERVISOR'S NAME	PAY RATE	REASON FOR LEAVING
FROM	1*			
TO	TYPE OF BUSINESS	AREA CODE - PHONE	HRS. PER WEEK	
JOB TITLE AND DUTIES				

EDUCATION	SCHOOL	NAME AND LOCATION OF SCHOOL	MAJOR	MINOR	DEGREE	DATE STARTED	DATE COMPLETED
	HIGH SCHOOL						
	COLLEGE OR UNIVERSITY						
	BUSINESS, TRADE						
	GRADUATE THESIS						

SPECIAL QUALIFICATIONS	LIST TYPE OF SKILL , MACHINES, AND PROFICIENCY WHERE APPLICABLE
	CLERICAL (i.e. TYPING, STENOGRAPHY, WORD PROCESSING, FILLING, ETC.)
	ELECTRONIC DATA PROCESSING EQUIPMENT (i.e. COMPUTERS, TERMINALS, CRTs, DATA ENTRY ETC.)
	LANGUAGES, (INDICATE ABILITY TO READ, WRITE, OR SPEAK)
	OTHER

REFERENCES	LIST THREE PERSONS, PREFERABLY FORMER SUPERVISORS OR FACULTY INSTRUCTORS, WHO CAN OBJECTIVELY ASSESS YOUR PROFESSIONAL AND/OR SCHOLASTIC PERFORMANCE.			
	NAME	TITLE/RELATIONSHIP	PHONE	BUSINESS ADDRESS

IMPORTANT: READ CAREFULLY. AS AN APPLICANT, YOU AGREE TO AND UNDERSTAND THE FOLLOWING:

CERTIFICATION: I certify the information on this application is true, correct and complete and I understand that any misleading information, omission, or falsification of this information is grounds for rejection of this application or my dismissal from employment.

AUTHORIZATION: I authorize Usibelli Coal Mine to verify the information set forth in this application and obtain additional information relating to my employment background, character and qualification. I authorize all persons, schools, companies, corporations credit bureaus, law enforcement agencies, and my present and/or prior employers to supply Usibelli Coal Mine any information concerning my employment background, character, and qualifications and release all parties from liability for any damage resulting from furnishing same to Usibelli Coal Mine.

COMPLIANCE: I agree to comply with all company policies, rules, and regulations now or hereafter effective.

UNDERSTANDING: I understand that if employed, my employment is for no definite period of time and that I may terminate my employment relationship with Usibelli Coal Mine at any time, for any reason, and that Usibelli Coal Mine has the same right, subject to applicable federal and state law. I understand that acceptance of an offer of employment does not create any contractual obligation upon me or Usibelli Coal Mine to continue my employment in the future.

CONSENT: I hereby consent to a pre-employment, post-offer medical examination and inquiries, and a pre- or post-employment offer alcohol, drug and substance screening and I understand that any offer of employment will be contingent upon satisfactory results of such examination inquiries and screening.

VERIFICATION: If employed, I promise as a condition of employment, that I will within three days of starting work submit to the Human Resources Department verification of my U.S. employment eligibility as required by law on INS Form 1-9 or its successor form.

The below signed applicant hereby acknowledges that he/she has carefully read, understands, and agrees to the above

_____	_____	_____	_____
Applicant Signature	Date	Witness Signature	Date
_____		_____	
Applicant Printed Name		Witness Printed Name	

Usibelli Coal Mine EEO INFORMATION LOG

This form is not an employment application. This form is used by the Company solely to help it maintain recruitment activity records required by law in regard to equal employment opportunity for those who are applying for a job opening.

You are not obligated to complete this form to apply for a job or be considered for the job which you have applied. Any information you decide to provide on this form will be treated confidentially and will not be used for or have any effect on any hiring decision.

CONFIDENTIAL

EEO INFORMATION LOG (NOT A JOB APPLICATION FORM)	
1. Date of Job Application	2. Date this EEO Log is Completed
3. Name (Last, First, Middle)	4. Social Security Number
5. Address (Number, Street, City, State, Zip)	
6. Job Applied for	7. Learned about Job from
8. EEO Ethnicity (Circle One) White Black Asian or Pacific Islander American Indian or Alaska Native Hispanic	
9. Sex (Circle One) Male Female	

FOR OFFICE USE ONLY

10. Date Application Received	11. Date EEO Form Received
12. EEO 1 Code 1. Officials and Managers 3. Technicians 5. Craft Workers 7. Laborers (unskilled) 2. Professionals 4. Office and Clerical 6. Operatives (semiskilled) 8. Service Workers	
13. Referral Circle	Name
REFERRAL CODE: 1-Walk In 2-Newspaper 3-Special Publication 4-Community Agency 5-Employee 6-State Emp. Service 7-Private Employment Service 8-File Service 9-Retal or Rehire 10-Other	
14. EEO Ethnic Code Number 1. White 2. Black 3. Asian or Pacific Islander 4. American Indian or Alaska Native 5. Hispanic	
15. Information Source (Circle One) Applicant Human Resources (Name _____)	

THIS FORM IS FOR EEO COMPLIANCE PURPOSES ONLY