



# APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

## PERSONAL INFORMATION

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street Address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## EMPLOYMENT DESIRED

Position Desired \_\_\_\_\_ Date You Can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now?  Yes  No If yes, may we contact your current employer?  Yes  No

Are you legally eligible to work in the U.S.?  Yes  No Are you 18 years of age or older?  Yes  No

Have you ever applied to this company before?  Yes  No If yes, when? \_\_\_\_\_

## EDUCATION

	Name and Location of School	Dates Attended	Did You Graduate?	Subjects Studied and Degree(s) Received
High School		From To	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		From To	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other		From To	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## GENERAL

Subjects of Special Study or Research Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Job Related Skills (typing, driver's license, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Continued on Other Side)

**EMPLOYMENT HISTORY** List below your last four employers, starting with the last one first.

Date Month and Year	Name, Number, and Address of Employer	Supervisor	Position	Reason for Leaving
From To				
From To				
From To				
From To				

**REFERENCES** List below three persons not related to you, whom you have known at least one year.

Full Name and Number	Company Name and Address	Relationship	Years Acquainted
1.			
2.			
3.			

If you are to be hired by Metal Works, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

**AUTHORIZATION AND SIGNATURE**

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization, or company listed on this application to furnish you any and all information concerning my previous employment, education, and qualifications for employment. I also authorize Metal Works to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of Metal Works, which rules may be changed, withdrawn, added, or interpreted at any time, at Metal Works' sole option, and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of Metal Works or myself.

If I am offered employment, I agree to submit to a drug test before starting work. If employed, I also agree to submit to a drug test at any time deemed appropriate by Metal Works and as permitted by law. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory drug tests, and if I am hired, a condition of my employment will be that I abide by Metal Works' Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate Metal Works to hire. If hired, I agree to abide by all Metal Works company rules, policies, and procedures. Metal Works retain the right to revise its policies or procedures, in whole or in part, at any time.

Date

Signature