

APPLICATION FOR EMPLOYMENT

PLEASE PRINT CLEARLY



Please answer all questions.

Resumes are not a substitute for a complete signed application.

We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, gender, national origin, age disability, or any other consideration made unlawful by applicable federal, state, or local laws.

APPLICATION INSTRUCTIONS - If you need help filling out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

- 1 Complete all pages of this application.
- 2 Print clearly; incomplete or illegible applications will not be processed. Please note "Not Applicable" if not answering a question.
- 3 Sign the application.
- 4 Some packets may include an "Affirmative Action Questionnaire". This information is being gathered for affirmative action under Section 503 of the Rehabilitation Act of 1973. The information requested is voluntary and will be kept confidential. An applicant will not be subject to any adverse treatment for refusing to complete the questionnaire.
- 5 **DO NOT FILL OUT ANY OTHER ATTACHED FORMS OR PAGES UNTIL INSTRUCTED.**

_____		_____
First Name	Middle Initial	Telephone Number
_____		_____
Last Name		Alternate/Cell Phone Number
_____		_____ Years _____ Months
Current Address	City, State & Zip Code	How long have you lived there?
_____		_____ Years _____ Months
Previous Address	City, State & Zip Code	How long have you lived there?

AVAILABILITY

Position Applying For?	_____							Date on which you can start work if hired?	_____	
Type of employment desired?	Full-time	Part-time/Temporary	Labor Pool							
Which schedules are you available?	Weekdays	Weekends	Evenings	Nights	Overtime	Shift	Other			
If under the age of 18, can you produce the necessary work certificate at the time of employment?						Yes	No			
Have you previously applied for employment with this company?						Yes	No			
If yes, when and where did you apply?	_____									
Have you ever been employed by this Company?	Yes	No								
If yes, provide dates of employment, location, and reason for separation from employment:										

ALL APPLICANTS: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

Have you ever plead guilty or no content to, or been convicted of any criminal offense? Yes No

Have you ever been arrested for any matters for which you are now out on bail or on you own recognizance pending trial? Yes No

CRIMINAL OFFENSES ONLY: If you answered Yes, to either of the above two questions, please provide the date(s) and explain.

Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The company will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at the time of the conviction, the time elapsed since the date of conviction(s) or completion of jail sentence, the applicant's entire work and educational history, and employment references and recommendations.

Have you ever initiated an act of violence in the workplace? Yes No

If yes, please provide the date(s) and explain so that individual circumstances can be considered. (A "Yes" answer will not necessarily disqualify you from employment.)

JOB-RELATED SKILLS

If the position requires an appropriate drivers license, can you furnish it? Yes No

Name on License: _____

DL # _____ Type: _____ State of Issue _____

Have you had any moving violations in the last 5 years? Yes No

If yes, please describe:

List all special technical skills that you feel qualify you for the job for which you are applying (e.g., computer programming/language, software, equipment operation, special tools or machines, etc.)

Education	School Name and Location	Course of Study	Graduate?	No. of Years	Degree/ Major
High School					
College					
Bus./Tech./Trade or Post College					

WORK EXPERIENCE: Please list the names of your present and/or previous employers in chronological order with current or most recent employer listed first. Account for all periods of time including any period of unemployment. If self-employed, supply company name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for future consideration from employment.

Employer Name

Type of Business

Address (City, State & Zip Code)

Telephone Number

Dates employed: From _____ To _____

Job Title

May we contact? Yes No

Supervisor's Name

Wages: Start _____ Final _____ Reason for leaving _____

What will this employer say was the reason your employment terminated? _____

How much notice did you give when resigning? If none, explain. _____

Employer Name

Type of Business

Address (City, State & Zip Code)

Telephone Number

Dates employed: From _____ To _____

Job Title

May we contact? Yes No

Supervisor's Name

Wages: Start _____ Final _____ Reason for leaving _____

What will this employer say was the reason your employment terminated? _____

How much notice did you give when resigning? If none, explain. _____

Employer Name

Type of Business

Address (City, State & Zip Code)

Telephone Number

Dates employed: From _____ To _____

Job Title

May we contact? Yes No

Supervisor's Name

Wages: Start _____ Final _____ Reason for leaving _____

What will this employer say was the reason your employment terminated? _____

How much notice did you give when resigning? If none, explain. _____

Please explain fully all gaps in your employment history in excess of one month.

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Have you ever been terminated or asked to resign from any job? Yes No

Has your employment ever been terminated by mutual agreement? Yes No

Have you ever been given the choice to resign rather than be terminated? Yes No

If you answered "Yes" to any of the above three questions, please explain the circumstances of each question.

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REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer related references.

Name	Position	Company	Work Relationship <small>(i.e., supervisor, co-worker)</small>	Telephone

Please list the names of personal references (not previous employers or relatives) who know you well that we may contact.

Name	Occupation	Address	Telephone	Number of Years Known

APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that Metals Supply Co., Ltd. has a drug-free workplace and drug/alcohol testing program consistent with applicable federal, state, and local laws. Since the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local laws. I also understand that all employees of all company locations, pursuant to the company's policy and federal, state, and local laws, may be subject to urinalysis and/or blood screening or other medically recognized test designed to detect the presence of alcohol or controlled drugs/substances. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the company's policies and applicable federal, state, and local law.

If employed by Metals Supply Co., Ltd., I understand and agree that the company, to the extent permitted by federal, state, and local law, may exercise its rights, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, non-compete, and/or conflict of interest statement.

I certify that all the information on this application, my resume, and/or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER OR PROMISE OF EMPLOYMENT FOR A DEFINITE TERM. I ACKNOWLEDGE THAT IF HIRED BY THE COMPANY, EMPLOYMENT IS ON AN AT-WILL BASIS IN ACCORDANCE WITH STATE LAW. THIS MEANS THE COMPANY IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH STATE LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE COMPANY AT ANY TIME FOR ANY REASON. THIS AT WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY AND ME. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL OR ITS ARBITRATION POLICY, IF ANY.

I authorize Metals Supply Co., Ltd. and/or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, or local laws. I agree to complete any requisite authorization forms for the background investigations.

I authorize and consent to, without reservation, any party or agency contracted by this employer to furnish the above mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by Metals Supply Co., Ltd., I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand this Company employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE.

Applicant's Signature

Date