



EMPLOYMENT APPLICATION

● DOCUMENTATION CHECKED USING E-VERIFY

● PRE-EMPLOYMENT PHYSICALS & DRUG TESTING FOR ALL NEW HIRES

PLEASE COMPLETE PAGES 1-5

TODAY'S DATE: _____

PERSONAL INFORMATION (PLEASE PRINT)

| |
|------------------|
| Name |
| Present address |
| Telephone number |

| | |
|--|--|
| Do you have the legal right to work in the United States? <i>[Proof of identity and right to work in U.S. is a condition of employment]</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you at least 18 years of age? <i>[Proof of age and a work permit may be required before hiring]</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

EMPLOYMENT DESIRED

Position applying for: _____ Full-Time Only Part-Time Only

Salary desired: _____

Are you available for work on weekends? _____

What days and hours are you available for work? _____

How many hours a week can you work? _____ Can you work nights? _____

If hired, on what date can you start? _____

EDUCATION

| | Name & Address of School | Did you graduate? (yes/no) | Major | Degree |
|----------------------|--------------------------|-------------------------------|-------|--------|
| High School | | | | |
| College / University | | | | |
| Graduate School | | | | |



| | Name & Address of School | Did you graduate? (yes/no) | Major | Degree |
|--------------------------|--------------------------|-------------------------------|-------|--------|
| Business or Trade School | | | | |

Do you have a valid driver's license? Yes No

Driver's License Number: _____ State of Issue: _____ Expiration Date: _____

Operator Commercial Chauffeur

What is your means of transportation to work? _____

Have you had any accidents in the past three years? Yes No If so, how many? ____

Have you had moving violations in the past 3 years? Yes No If so, how many? ____

EMPLOYMENT HISTORY: Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets, if necessary.

| | |
|--|--------------------|
| Company (most recent): | Address: |
| Start date: | Supervisor's name: |
| End date: | Phone number: |
| Position: | Final salary: |
| Reason for leaving: | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: | |
| | |
| | |
| Company: | Address: |
| Start date: | Supervisor's name: |
| End date: | Phone number: |
| Position: | Final salary: |
| Reason for leaving: | |



List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

| |
|--|
| |
| |

| | |
|--|--------------------|
| Company: | Address: |
| Start date: | Supervisor's name: |
| End date: | Phone number: |
| Position: | Final salary: |
| Reason for leaving: | |
| | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company: | |
| | |
| | |

MILITARY

Have you been in the Armed Forces? Yes No

Are you currently a member of the National Guard? Yes No

Specialty: _____ Date Entered: _____ Discharge Date: _____

Please list two references other than relatives or previous employers.

| | |
|-------------------|-------------------|
| Name: | Name: |
| Position: | Position: |
| Company: | Company: |
| Address: | Address: |
| | |
| Telephone: () | Telephone: () |



An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information you feel is necessary to describe your full qualifications for the specific position for which you are applying.

May we contact your present employer? Yes No

Did you complete this application yourself? Yes No

If not, who did? _____

--Please read before signing--

I certify that the information contained in this employment application and any other information that I submit is true and correct. I understand that *STEEL UNLIMITED, INC.* will rely on this information in evaluating my application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice.

Unless I have specifically marked, "No," above, I authorize *STEEL UNLIMITED, INC.* to contact my present and past employers, educational/trade institutions, and personal references to check the information I have provided and any matter related to my employment. I waive and release all companies, institutions, and persons from any liability or damages that may result from the use, disclosure, or release of this information, whether it is favorable or unfavorable to me.

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other *STEEL UNLIMITED, INC.* practices shall serve to create an actual or



implied contract of employment, or to confer any right to remain an employee of *STEEL UNLIMITED, INC.* I understand that if *STEEL UNLIMITED, INC.* hires me, I will be an at-will employee with no agreement about the length of my employment. Either *STEEL UNLIMITED, INC.*, or I, may end the employment relationship at-will, any time, with or without cause, and with or without notice.

I also understand that: (1) Steel Unlimited, Inc. has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of my employment application, *STEEL UNLIMITED, INC.* may request an investigative consumer report from a consumer reporting agency including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, *STEEL UNLIMITED, INC.*, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

Arbitration Agreement: I agree to submit to binding arbitration of all disputes and claims arising out of this application and, in the event that I am hired, all disputes and claims arising out of my employment. This agreement includes every type of dispute that may be lawfully submitted to arbitration, including claims of wrongful discharge, discrimination, harassment, or any injury to my physical, mental, or economic interests. This means that a neutral arbitrator, rather than a court or jury, will decide the dispute. As such, I am waiving my right to a court or jury trial. I agree that any arbitration will be conducted in accordance with *STEEL UNLIMITED, INC.*'s employee handbook or the rules of the American Arbitration Association.

Applicant's signature: _____ Date: _____

Print your name: _____



Authorization to Release Information

I authorize *STEEL UNLIMITED, INC.* to contact my present and past employers, educational/trade institutions, and personal references to verify the information that I have provided and any matter related to my employment. I waive and release all companies, institutions, and persons from any liability or damages that may result from the use, disclosure, or release of this information, whether it is favorable or unfavorable to me.

Applicant Name (please print)

Applicant Signature Date