

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information..

Job Applied for _____ Today's Date _____

Are you seeking: Full Part Time Temporary Employment When could you Start Work? _____

Last Name	First Name	Middle Name	Telephone Number	
Present Street Address		City	State	Zip

Are you 18 years of age or older? Yes No
(If your are hired, you may be required to submit proof of age)

Social Security Number _____ If you are hired, can you furnish proof you are eligible to work in U.S.? Yes No

Have you ever applied her before? Yes No If yes, when? _____

Have you ever been employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violations (except a minor traffic violation)? Yes No

If yes, give details: _____
(If yes, answer does not automatically disqualify you from employment, since the nature of the offense, date and the job for which you are applying will be considered.)

Are you now or do you expect to be engaged in any other business or employment? Yes No

If yes, please explain: _____

For Drivers Only: Do you have a valid Driver's License? Yes No

Driver's License Number: _____ Class: _____

Have you had your driver's license suspended or revoked in the last 3 years? Yes No

If yes, give details: _____

List professional trade, business or civic activities and offices held.(Exclude labor organizations and memberships which reveal race, religion, national origin, sex, age, disability or other protected status.) _____

List Name and Address of Schools: _____ Number yrs completed Diploma, Degree, Certificate Subject Studies

High School: _____

College or University: _____

Vocational or Trade: _____

What skills or additional training do you have that are related to the job for which you are applying: _____

What machines or equipment can you operate that are related to the job for which you are applying for? _____

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

List names of employers in consecutive order with present or last employer listed. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

Name of Employer:		Job Title and Duties:	
Address:		Date of Employment: From: _____ To: _____	
City, State, Zip Code		Reason For Leaving:	
Supervisor Name	Telephone Number	Pay: Start: \$	Final: \$

Name of Employer:		Job Title and Duties:	
Address:		Date of Employment: From: _____ To: _____	
City, State, Zip Code		Reason For Leaving:	
Supervisor Name	Telephone Number	Pay: Start: \$	Final: \$

Name of Employer:		Job Title and Duties:	
Address:		Date of Employment: From: _____ To: _____	
City, State, Zip Code		Reason For Leaving:	
Supervisor Name	Telephone Number	Pay: Start: \$	Final: \$

Name of Employer:		Job Title and Duties:	
Address:		Date of Employment: From: _____ To: _____	
City, State, Zip Code		Reason For Leaving:	
Supervisor Name	Telephone Number	Pay: Start: \$	Final: \$

Preferred Start Rate of Pay \$ _____ Per Hr.

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Are you presently employed? Yes No

If Yes, May we contact your present employer? Yes No

Have you ever been fired from a job or asked to resign? Yes No

If yes, please explain: _____

Give Three References, not relatives or former employers.

<u>Name</u>	<u>Address</u>	<u>Phone</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and education history, credit report, consumer reports, investigation consumer reports, driving record, and criminal history. I authorize any person, school, current and former employer, consumer reporting agency, and any other organization or agency to provide information relevant to such investigation and I hereby release all persons and corporations requesting or supplying information pursuant to such investigation from all liability or responsibility to me for doing so. I understand that I have the right to make a written request within a reasonable period of time for complete disclosure of the nature and scope of any investigation. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event that I am hired.

I understand that compliance with Keystone Steel Structures, LLC corporate code of conduct is a condition of my employment.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post employment drug screen as a condition of my employment, if required.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT OR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER, AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I have read, and understand that by my signature, I consent to these statements.

Signature: _____ Date: _____