



We are an Alcohol and Drug Free Employer

An **Alcohol and Drug Test** will be required upon employment. If you fail your pre-employment drug test, you will be terminated immediately and **any charges for testing will be deducted from your paycheck**

**I have read and understand the above paragraph and agree to pay the charges for a failed test**

\_\_\_\_\_  
Signature and Date

Applications are to be returned during the following hours:  
Monday through Friday  
9:00am – 11:00am  
1:30pm – 4:00pm

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status

|   |                   |                        |
|---|-------------------|------------------------|
| <b><u>FOR PERSONNEL DEPARTMENT ONLY</u></b> |                   | Application Date _____ |
| Arrange Interview [ ] Y or [ ] N            | Remarks _____     |                        |
| Interviewer _____                           | Date _____        |                        |
| Date of Employment _____                    | Job Title _____   | WC CODE _____          |
| Hourly Rate/Salary _____                    |                   |                        |
| DRIVER: _____                               | NOT ALLOWED _____ | COMPANY VEHICLE _____  |
|   | CDL-B _____       | CDL-A _____            |
| By: _____                                   | Date: _____       |                        |
| Name and Title of Hiring Manager            |                   |                        |
| APPROVED BY: _____                          |                   |                        |
| Vice President or President                 |                   |                        |

## Equal Employment Opportunity Statement:

Employment decisions will be based on the principles of equal opportunity. All personnel actions (recruiting, hiring, training, promotion, compensation, etc.) are administered without regard to any characteristic protected by state, federal or local law, assuming said characteristic does not interfere with the performance of essential job functions. Reasonable accommodations will be made for disabilities and religious beliefs.

Please inform us of any necessary accommodations to the application process. Please print.

### APPLICANT INFORMATION

DATE: \_\_ / \_\_ / \_\_

Applicant Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip: \_\_\_\_\_

How were you referred to the company? \_\_\_\_\_

### EMPLOYMENT POSITIONS

Position(s) applying for: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

\* Temporary Work  Regular Part-Time Work  Regular Full-Time Work

What days and hours are you available for work? Hours: \_\_\_\_\_

Check: Sun  Mon  Tues  Wed  Thurs  Fri  Sat

\* Can you work on the weekends? Yes  No

\* If hired, on what date can you start working? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\* Are you available to work overtime? Yes  No

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

(An invalid driver's license will not necessarily disqualify applicant from employment)

\* Can you travel if a job requires it? Yes  No

\* Have you had any traffic violations within the past 3 years? Yes  No

If yes, give violations and dates: \_\_\_\_\_

(This information will be verified with our insurance company)

\* Are you currently employed? Yes  No  May we contact current employer? Yes  No

Employer Name & Phone #: \_\_\_\_\_

## **PERSONAL INFORMATION**

How did you learn about Porter Steel, Inc?

Advertisement—Specify: \_\_\_\_\_

Employee Referral - Which employee?

Name: \_\_\_\_\_

Employment Agency—Specify: \_\_\_\_\_

Other—Specify: \_\_\_\_\_

\* Are you over the age of 18? Yes  No  (If under 18, hire is subject to verification of minimum legal age)

\* Have you ever applied to or worked for Company before? Yes  No

If yes, please explain (include date): \_\_\_\_\_

\* Do you have any friends, acquaintances or relatives working for Company? Yes  No

If yes, state name & relationship: \_\_\_\_\_

\* Do you have reliable transportation to & from work? Yes  No

\* Are you legally permitted to work in the United States? Yes  No

Note: Proof of eligibility will be required within three working days of employment.

\* Are you willing to submit to and pass a controlled substance test? Yes  No

\* Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes  No

If no, describe the functions that cannot be performed: \_\_\_\_\_

(Note: Company complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants / employees to perform essential duties. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

\* Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes  No

If yes, describe the crime-state nature of crime(s), when and where convicted and the disposition of the case:

\_\_\_\_\_  
(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however be considered.)

\* Do you have experience in structural steel work? Yes  No  If yes, please describe below:

\_\_\_\_\_

\* This job requires you to lift 25 pounds throughout the shift. Are you able to do it? Yes  No

**EDUCATION AND TRAINING**

**High School:**

School Name: \_\_\_\_\_

Years Completed: \_\_\_\_\_

School Address: \_\_\_\_\_

Did you graduate? Yes  No

School City, State, Zip: \_\_\_\_\_

Degree / Diploma Earned: \_\_\_\_\_

**College / University / Vocational School:**

School Name: \_\_\_\_\_

Years Completed: \_\_\_\_\_

School Address: \_\_\_\_\_

Did you graduate? Yes  No

School City, State, Zip: \_\_\_\_\_

Degree / Diploma Earned: \_\_\_\_\_

**Military**

Branch: \_\_\_\_\_

Rank: \_\_\_\_\_

Total Years of Service: \_\_\_\_\_ Skills/Duties: \_\_\_\_\_

Related Details: \_\_\_\_\_

**EMPLOYMENT EXPERIENCE (LIST MOST RECENT EXPERIENCE FIRST)**

**Current / Most Recent Employment:**

Employer Name: \_\_\_\_\_

Title / Position: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employed From: \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_

Employer City, State, Zip: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Salary / Hourly: \_\_\_\_\_

**Previous Employment:**

Employer Name: \_\_\_\_\_

Title / Position: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employed From: \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_

Employer City, State, Zip: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Salary / Hourly: \_\_\_\_\_

**Previous Employment:**

**Employer Name:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**Employer City, State, Zip:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Title / Position:** \_\_\_\_\_

**Employed From:** \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_

**Hours Worked:** \_\_\_\_\_

**Salary / Hourly:** \_\_\_\_\_

**REFERENCES**

**Reference Name:** \_\_\_\_\_

**Reference Address:** \_\_\_\_\_

**Reference City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Reference Name:** \_\_\_\_\_

**Reference Address:** \_\_\_\_\_

**Reference City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Reference Name:** \_\_\_\_\_

**Reference Address:** \_\_\_\_\_

**Reference City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

## **APPLICANT'S STATEMENT**

I certify that the information provided in this application is true, to the best of my knowledge.

I understand that providing false or misleading information at any time during the application and interview process may lead to refusal to hire or discharge from the Company. If I become employed by the Company, I agree to follow all rules and regulations of the Company as they develop and change.

I allow the Company to conduct investigations on me, my background and my performance, and am aware that such investigations will become a part of my employment record. With this, I authorize the Company to speak with my acquaintances, personal and professional, to gather information about me.

I authorize all former employers and references to provide any information about me to the Company, and release them of liabilities and damages of all kinds for providing this information. I authorize the Company to verify the accuracy of the information within this application. I also authorize the release of my educational transcripts to the Company for education verification purposes.

I release Porter Steel, Inc from liability for collecting information about me and using it to make employment decisions.

If I become employed by the Company, I understand that the employment relationship will be "at will," and that the "at will" status may not change at any time **unless such change is specifically acknowledged in writing by an authorized executive of this organization.**

I agree that if I become indebted to the Company, I will be responsible for repaying the total owed upon termination from the Company. If I do not repay the sum prior to my final paycheck being received, the money owed will be deducted from my pay.

This application for employment is valid for the next 90 days. I understand that if I wish to be considered for employment after this period of time, I must apply again.

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**Applicant Signature**

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**Date**

