

# Employment Application



P.O. Box 20425 ... Waco, Texas 76702-0425 ... Phone: (254)-235-7700  
224 N Hewitt Drive ... Hewitt, Texas 76643 ... Fax: (254)-235-7703

## AN EQUAL OPPORTUNITY EMPLOYER

### GENERAL INFORMATION

Name:

Address:

City:  State:  Zip/Postal Code:

SS Number:  Home Phone:  Cell Phone:

Are you legally eligible for employment in the USA?  Yes  No

Are you 18 years or older?  **YOU MUST BE 18 YEARS OLD TO WORK HERE.**

Valid drivers license number  State:

Position desired  Date you can start

Salary desired  Are you employed now?

If so, may we contact your present employer?

Ever applied here before?  If so, when?  Ever work here before?

If so, when did you work here?

Why did you leave?

Who referred you to this company?

Have you ever been convicted of a felony?  If yes, please explain

### EDUCATION

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
Technical School			
College/University			
Area of Study			

### MILITARY SERVICE

Did you ever serve in the military?  Yes  No

If so, what branch did you serve?

Duty/Specialized training:

Rank at Discharge  Honorable?

## PERSONAL REFERENCES

Please list 2 references other than relatives and previous employers

Name		
Position		
Company		
Telephone		

## JOB RELATED SKILLS

Typing Speed:  wpm    Ten Key:     Touch:     Sight:

Any skills in accounting?  If so, what areas are you knowledgeable in?

Do you have any experience working in a steel warehouse?  How many years?

List machines you can operate:

Indicate any other skills related to the position for which you are applying

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

If no, describe the function(s) that cannot be performed

## EMPLOYMENT HISTORY

Please list all employment history for the last 10 years beginning with most recent.

Name of Employer:

Name of last supervisor:

Dates of employment:  
From:  To:

Salary:  
From:  To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

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

May we contact your employer:  yes  no

Name of Employer:

Name of last supervisor:

Dates of employment:  
From:  To:

Salary From:  To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

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

May we contact your employer:  yes  no

Name of Employer:

Name of last supervisor:

Dates of employment:  
From:  To:

Salary From:  To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

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

May we contact your employer:  yes  no

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

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

May we contact your employer:  yes  no

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

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

May we contact your employer:  yes  no



## AUTHORIZATION FOR RELEASE OF INFORMATION

Name:   
Last First Middle

Complete Address:

SS Number:

I , do hereby authorize a full disclosure of all records, or any part thereof, concerning myself to Metals 2 Go. These records may include employment and pre-employment records including background investigation reports, driving records where applicable, credit reports, educational institutions, criminal background checks, or any other record Metals 2 Go deems necessary to make a hiring decision on a prospective candidate for employment with Metals 2 Go.

This authorization is executed with full knowledge and understanding that Metals 2 Go will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it.

I hereby RELEASE the aforementioned persons, corporations, agencies, associations, and their employees, agents and representatives from any and all liability for damages resulting from a decision by Metals 2 Go not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date it is signed.

Date:  Signature:



**SUBSTANCE ABUSE POLICY**

All new employees are required to take and pass a drug screening test, as well as a physical examination. Our policy is to employ a work force free from alcohol abuse or the use of illegal drugs. Any employee who violates this policy will be disciplined. This may include termination, even for a first offense. Random drug tests will be required for employees at the discretion of the company director.

We strive to provide a safe and healthy work environment, free from the use of illegal drugs \*and abuse of alcohol and set forth the following rules:

Employees may not consume alcoholic beverages or take illegal drugs on our premises.

If you are convicted under any federal or state criminal drug statute, you must notify an officer of the firm within five (5) days. Conviction may be grounds for termination. Failure to notify an officer of the firm of a federal or state criminal drug conviction will be grounds for immediate termination.

*Legal drugs include prescribed and over-the-counter drugs which have been legally obtained and used for the purpose for which they were intended. Illegal drugs include any drug which is not legally obtainable, or a prescription drug which may be obtainable but has not been legally obtained or which is being used in a manner or for a purpose other than as prescribed.*

Signature:  Date:

**We consider all applicants for positions without discrimination based on race, color, religion, sex, national origin, age military status, or any other similarly protected status.**

**APPLICANT'S CERTIFICATION**

*I certify that answers given herein are true and complete to the best of my knowledge. I also authorize Metals 2 Go ("company") to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, reviewing criminal conviction and driving records, and verifying any other relevant information about me. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information that may be sought in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in dismissal.*

**AT-WILL EMPLOYMENT**

*I understand that if the company hires me, my employment is at-will, which means that it may be terminated by the company or me at any time, for any reason or no reason. I also understand that this employment-at-will policy may not be modified except in writing by the President of this company.*

**APPLICANT CONSENT TO DRUG TESTING**

*I understand that a requirement for employment with Metals 2 Go ("company") is that I cooperate with and successfully complete a physical examination and a drug screening for controlled substances. A positive test or lack of cooperation will disqualify me at this time from further consideration for employment. Lack of cooperation includes alteration of my system or the specimen in a manner that prevents accurate testing, including but not limited to drinking excessive liquids. I understand and agree that any offer of employment which the company extends to me is conditioned upon my cooperation and satisfactory results from the drug testing; and if I begin work prior to taking this test or the results of the tests having been received, my employment is contingent on those results.*

*The sample collection, supervision of chain of custody and testing procedures will be handled by an outside service designated by the company in a manner to insure, to the maximum practical extent, the objectivity and integrity of the process. If there is reason to believe you tamper with, alternate or in any other way attempt to dilute the specimen, the second specimen will be collected under direct observation of a same gender collection person. By my signature I hereby agree, in the event that I am offered a position with the company, to provide a sample at the designated facility and agree and consent to have such sample tested for the presence of controlled substances. I authorize the release of test results to the company for its use in evaluating me for employment. I release the company from any and all liability and claims incident to the sample taking, testing and the use of the results.*

*After being hired as an employee of Metals 2 Go, drug testing is performed on a random basis as a condition of continued employment with the company. An employee can be tested at any time and is expected to co-operate with the testing procedures as listed above. If an employee tests positive, the employee will be disciplined, up to and including termination.*

Print Name:  Signature:  Date: