



**Personal**

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle not required unless hired

If applying for a driver position please provide your drivers license number: \_\_\_\_\_

Current Address: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Previous Address: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Have you ever worked for this company: \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, when? \_\_\_\_\_

**Employment Interests**

Position You Are Applying For: \_\_\_\_\_ Date Available To Start: \_\_\_\_\_

Hours Desired Per Week: \_\_\_\_\_ Expected Wage: \_\_\_\_\_ (REQUIRED)

Type Of Employment Desired: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary (Dates) From \_\_\_\_\_ To: \_\_\_\_\_

**Education**

	High School :	College/ University:	Other Education/ Tech.:
(please provide school name)			
Last Year Completed	9 10 11 12	1 2 3 4	1 2 3
GED/ Diploma/ Degree			
Describe any extracurricular activities, clubs, hobbies, etc.			

**General Information**

Are you 16 years of age or older? Yes / No (please circle) Are you 18 years of age or older? Yes / No (please circle)

If hired, can you furnish proof of age? Yes / No (please circle)

Do you have access to daily reliable transportation to our facility? Yes / No (please circle)

If employment is offered, can you submit verification of your legal right to work in the United States? Yes / No (please circle)

Do you have responsibilities other than work that will interfere with specific job and attendance requirements? Yes / No (please circle) If Yes, please explain: \_\_\_\_\_

Can you perform the duties of the job you are applying for? Yes / No (please circle)



## Employment History

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please provide a complete description of your employment history for the past FIVE years. Start with your PRESENT employer. Be sure to include dates of service in the Armed Forces and any unemployed or self employed periods.

Employer:	Dates Employed (Mo/Yr)	Job Description / Responsibilities
Address/City/State/Zip Code	Hourly Rate / Salary Start:          Final:	
Telephone Number(s)	(Please Circle) Full Time / Part Time	
Supervisor                      Title	Were you ever disciplined? Yes / No	
Reason for Leaving	How many days notice given before leaving?	

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Address/City/State/Zip Code	Hourly Rate / Salary Start:          Final:	
Telephone Number(s)	(Please Circle) Full Time / Part Time	
Supervisor                      Title	Were you ever disciplined? Yes / No	
Reason for Leaving	How many days notice given before leaving?	



## Applicant Questions

Why do you want to work for this company?

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What personal qualities do you possess that would differentiate you from other applicants, and why should we consider you for this position?

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What are your long term career goals?

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List any skills, experience or interests that you have that would be beneficial to the position you are applying or for future promotions if hired: For example: ( certifications, mechanical knowledge, computer/technical skills/interest, welding/ fabrication interest etc.)

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## References

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

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How many years have you known this person? \_\_\_\_\_

Relationship to this person? \_\_\_\_\_

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

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How many years have you known this person? \_\_\_\_\_

Relationship to this person? \_\_\_\_\_

Telephone # \_\_\_\_\_

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

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How many years have you known this person? \_\_\_\_\_

Relationship to this person? \_\_\_\_\_

Telephone # \_\_\_\_\_

**PHOENIX METALS** is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. **PHOENIX METALS** makes hiring decisions based solely on qualifications, merit, and business needs at the time.

## Applicants Statement

I certify that the answers given herein are true and complete to the best of my knowledge, I authorize investigation of all statements contained in this application for the employment as may be necessary in arriving at an employment decision.

I understand that this application for employment shall be considered active for an open application period of time not to exceed **30 days**. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such changes are specifically acknowledged in writing by an officer of this organization.

I understand that incomplete employment applications will not be considered. Furthermore, I understand that any extra writing or indications on this employment application will disqualify me from being considered for employment.

I hereby understand and acknowledge that I employed my first 90 days with the company shall be considered as a probationary period during which time I may be discharged for any reason with our without cause.

In the event of employment, I understand that if hired, false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the Employer. Any offer for employment tendered to the applicant by this company is conditional and may be contingent upon successful completion of a drug test and background check (if required for the position hired)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_