

APPLICATION FOR AT-WILL EMPLOYMENT

METAL TRADES INC. (MTI), IS AN AT-WILL EMPLOYER AND CONSIDERS ALL APPLICANTS WITHOUT REGARD TO SEX, RACE, COLOR, NATIONAL ORIGIN, AGE, RELIGION, DISABILITY, UNIFORMED MILITARY SERVICE OR OTHER PROTECTED STATUS AS PROVIDED BY LAW. THIS APPLICATION IS NOT AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. AS AN AT-WILL EMPLOYEE, EITHER MTI OR THE EMPLOYEE MAY END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY REASON.

Position Applied For: _____ **Date of Application:** _____

Date you can start: _____ **Salary desired:** _____

Part Time or Full Time: _____ **First Shift or Second Shift:** _____

Social Security #: _____

Name: _____

Last

First

Middle

Present Address: _____

Street

City

State

Zip

Telephone #: Home () _____ Work () _____

Please answer the following Questions by circling Yes or No:

- | | | |
|---|-----|----|
| 1. Have you ever filled out an application here before?
If yes, give date(s): _____ | YES | NO |
| 2. Have you ever been employed here before?
If yes, give date(s): _____ | YES | NO |
| 3. Are you legally authorized to work in the United States? | YES | NO |
| 4. Are you 18 years or older? | YES | NO |
| 5. Are there any hours or days of the week you cannot work?
If so, when? _____ | YES | NO |
| 6. Are you employed now? | YES | NO |
| 7. May we contact your present employer? | YES | NO |
| 8. Will you relocate if the jobs require it? | YES | NO |
| 9. Will you travel if the job requires it? | YES | NO |
| 10. Will you work overtime if required? | YES | NO |
| 11. Have you ever been bonded? | YES | NO |
| 12. Have you ever been convicted of a crime?
(This question pertains only to convictions that have not been sealed or expunged.) | YES | NO |

If yes, please explain: _____

EMPLOYMENT HISTORY

Start with your present or most recent job. Include any job-related military assignments, self-employment, summer and part time jobs.

1) Employer	Address	Telephone
Date Employed From: To:	Rate of pay upon leaving?	Supervisor
Your Duties:		
Reason for leaving:		
May we contact for reference? YES NO		
2) Employer	Address	Telephone
Date Employed From: To:	Rate of pay upon leaving?	Supervisor
Your Duties:		
Reason for leaving:		
May we contact for reference? YES NO		
3) Employer	Address	Telephone
Date Employed From: To:	Rate of pay upon leaving?	Supervisor
Your Duties:		
Reason for leaving:		
May we contact for reference? YES NO		
Comments – Skills and Qualifications (including explanation of any gaps in Employment):		

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OTHER SKILLS & QUALIFICATIONS:

EDUCATION:

	Name and Address of School	No. of years attended	Did you graduate?	Subject MAJOR/MINOR
Elementary School				
High School				
College				
Specialized Training				

REFERENCES:

Three individuals Not Related to you who you have known for at least one year.

Name	Address & Telephone Number	Relationship	Years Acquainted

EMERGENCY CONTACT:

Name/Street/City/State/Telephone

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APPLICANT'S STATEMENT (Please read before signing):

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

I understand that this application will be active for a period of 12 months and that if I wish to be considered for employment beyond that time period, I will need to submit a new application.

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT THIS EMPLOYMENT APPLICATION IS NOT A CONTRACT AND, IF HIRED, MY EMPLOYMENT WITH METAL TRADES, INC., IS "AT-WILL," WHICH MEANS THAT I MAY RESIGN AT ANY TIME AND METAL TRADES, INC., MAY END MY EMPLOYMENT AT ANY TIME AND FOR ANY OR NO REASON. IT IS FURTHER UNDERSTOOD THAT THIS "AT-WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF THIS ORGANIZATION.

In the event I am hired, I understand that any false or misleading information given in my application or interview(s) may result in my immediate discharge.

Signature of Applicant

Date

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**PLEASE MAIL IN TO: METAL TRADES, INC.
ATTN: PERSONNEL
PO BOX 129
HOLLYWOOD, SC 29449**



Metal Trades, Inc. is committed to non-discrimination, equal employment opportunity and affirmative action. We do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, state, or local law.

As part of the application process, we have attached this Voluntary Identification Information form for you to complete and return. Submission of this information is voluntary and will not be used in any decision affecting employment consideration. Refusal to provide this information will not subject you to any adverse treatment.

VOLUNTARY IDENTIFICATION INFORMATION

The information below will be used only in the compilation of data for Affirmative Action reporting. COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR APPLICATION FORM.

Applicant Information:

Print Name: _____ **Date** _____

Please Check One: Male Female **Position Applied For:** _____

Race / Ethnicity:

Please check as applicable

White, Non Hispanic - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American - A person having origins in any of the Black racial groups of Africa.

Hispanic or Latino - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

Native Hawaiian or other Pacific Islander - (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Race Missing or Unknown Applies to Applicants only, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

See reverse of page – more information

Veteran Status

Regulations issued by the U.S. Department of Labor, with respect to disabled individuals, disabled veterans, and Vietnam Era veterans, require that federal contractors provide an opportunity for self-identification. Such self-identification is submitted on a voluntary and confidential basis, for use only in accordance with regulations. Neither the submission of this information nor the refusal to submit this information will subject the individual to adverse treatment.

Check all that apply.

Non-Veteran with a Disability - A disability defined as a physical or mental impairment that substantially limits a major life activity, such as walking, hearing, seeing or working.

Disabled Veteran - Any veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or who was discharged from active duty because of a service related disability.

Veteran of the Vietnam-Era - Any person who served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases. This also applies to any person who was discharged or released from active duty for a service connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases.

Other Protected Veteran - Any person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense.

Armed Forces Service Medal Veteran - Any person who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (62 Fed. Reg. 1,209).

Recently Separated Veteran - Any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty.

Discharge Date: _____

NON VETERAN -

(A) A person who never served with the branches of the US Military.

(B) A person who is currently active in the US Military, ground, naval or air service and has not been discharged as of today's date.

Yes, I would like to self-identify as a veteran

No, I do not wish to self-identify as a veteran

Referral Source:

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Walk-in |
| <input type="checkbox"/> Job Service | <input type="checkbox"/> Employee |
| <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> School |
| <input type="checkbox"/> Advertisement | Publication Name: _____ |
| <input type="checkbox"/> Other Website | Website Name: _____ |
| <input type="checkbox"/> Other | Describe: _____ |

Applicant Signature:		Date:	
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Metal Trades, Inc. is an Equal Opportunity Employer.

For administrative use only:

Position(s) applied for: Available Not Available

Hired: Yes No

Form the EEO Classification listed below, which one best describes the position filled:

Officials and Managers Sales Workers Operatives (semi-skilled)

Professionals Office and Clerical Workers Laborers (un-skilled)

Technicians Craft Workers (skilled) Service Workers

Notes: _____

Completed By: _____ **Date:** _____