

APPLICATION FOR AT-WILL EMPLOYMENT

METAL TRADES INC. (MTI), IS AN AT-WILL EMPLOYER AND CONSIDERS ALL APPLICANTS WITHOUT REGARD TO SEX, RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, CREED, DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION OR CITIZENSHIP STATUS, UNIFORMED MILITARY SERVICE OR OTHER PROTECTED STATUS AS PROVIDED BY LAW. THIS APPLICATION IS NOT AN EXPRESSED 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: _____

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Telephone #: Home () Work ()

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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):		

****Metal Trades, Inc., is an AT-Will, Equal Opportunity Employer****

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

Metal Trades, Inc. is an At-Will Equal Opportunity Employer. Females, Minorities, Veterans, Disabled are encouraged to apply.

We are an EEO/affirmative action employer.

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

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: _____ |

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: _____

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