



CHARLESTON METAL PRODUCTS
i n c o r p o r a t e d

Charleston Metal Products Incorporated is an equal opportunity employer. Applicants are considered for employment without regard to race, color, national origin, religion, sex, age, handicap, disability, citizenship status, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. Charleston Metal Products Incorporated will comply with its obligation to provide reasonable accommodation to qualified individuals with disabilities. To request an accommodation, please contact Human Resources.

Please print and answer all questions

GENERAL INFORMATION

Position sought: _____ Date: _____

Name: _____

Current Address: _____
Street City State Zip

Telephone Nos. (_____) _____ Cell: (_____) _____
Area Code Area Code

Email: _____

How did you learn of this job opening? _____

List anyone you know who works for this company: _____

Other than convictions that have been expunged, have you ever been convicted of or pled guilty to a crime? Yes No
(Conviction or plea will not necessarily disqualify applicant from employment)

If yes, please state when, where and final outcome: _____

Identify what you are available to work: Full Time Part-Time Temporary

Identify all shifts you are willing to work. First Second Third

When are you available to start working at Charleston Metal Products Incorporated? _____

Are you a U.S. Citizen or an alien legally entitled to work in the position(s) for which you have applied? Yes No

EDUCATION

	<u>College or Special</u>					<u>Graduate</u>						
Check last year completed:	8	9	10	11	12	13	14	15	16	17	18	19

Name of last school attended: _____

High school major: _____ Average grade: _____

College name & location: _____

Number of years: _____ Major: _____ Degree: _____

Business/Vocational school name & location: _____

Number of years: _____ Major: _____ Degree: _____

Graduate school name & location: _____

Number of years: _____ Major: _____ Degree: _____

Other schooling or relevant training: _____

Did you participate in any extracurricular activities or acquire any special skills during the course of your education which might be helpful for the job in which you are applying? _____

EMPLOYMENT RECORD

Have you filed an application here before? Yes No If yes, give date(s) _____

Have you ever worked for this Company before? Yes No If yes, give date(s) _____

Are you presently employed: Yes No

Are you on layoff and subject to recall? Yes No If yes, where? _____

**Starting with your present or most recent job, list your employment experience. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment.
DO NOT OMIT ANY EMPLOYMENT.**

Present Employer	Employment Dates	Kind of Work Performed:
	From:	Reason for Leaving:
	To:	
Address		Will you receive a satisfactory reference from this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:
Telephone ()	Salary/Hourly Rate	
Job Title	Starting:	
	Final:	
Immediate Supervisor		May we contact your present employer at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No

Prior Employer	Employment Dates From: To:	Kind of Work Performed: Reason for Leaving:
Address		
Telephone ()	Salary/Hourly Rate Starting: Final:	
Job Title		
Immediate Supervisor		
Prior Employer	Employment Dates From: To:	Kind of Work Performed: Reason for Leaving:
Address		
Telephone ()	Salary/Hourly Rate Starting: Final:	
Job Title		
Immediate Supervisor		
Prior Employer	Employment Dates From: To:	Kind of Work Performed: Reason for Leaving:
Address		
Telephone ()	Salary/Hourly Rate Starting: Final:	
Job Title		
Immediate Supervisor		

(If you need additional space, please continue on a separate sheet of paper.)

Have you ever been discharged or asked to resign from any position? Yes No

If yes, please state the employer and dates of employment. _____

PERSONAL REFERENCES

List the name, address, and telephone number of three references who are not related to you and are not previous employers.

1. _____
Name *Relationship to Applicant*

_____ ()
Address *Telephone No.*

2. _____
Name *Relationship to Applicant*

_____ ()
Address *Telephone No.*

Applicant's Statement

(Please indicate that you have read and that you understand each paragraph of this Applicant's Statement by **placing your initials** beside each paragraph.)

_____ I certify that this application was completed by me and that all entries on it and all information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information in my application may result in termination.

_____ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In making this application for employment, I understand that information may be obtained through interviews with the personal references and past employers. This inquiry may include information as to my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this review and to the consideration of any statements of references or former employers that are given in response to the inquiry.

_____ I hereby release all parties, including Charleston Metal Products Incorporated, personal references, and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action Charleston Metal Products Incorporated takes on the basis of such information.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by Charleston Metal Products Incorporated or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other company material do not create any guarantee of employment and that Charleston Metal Products Incorporated has the right to modify, amend, or terminate policies, practices, benefits plans, or other programs within the limits and requirements imposed by law.

_____ Date

_____ Signature of Applicant

THIS APPLICATION WILL NOT BE CONSIDERED ACTIVE AFTER SIX MONTHS

LDR 5/15/23