



PO Box 539
 8085 State Hwy 12
 Sherburne, NY 13460
 Phone: 607-674-6363
 Fax: 607-674-9706



EMPLOYMENT APPLICATION

Personal Information

PLEASE PRINT:

Today's Date _____

_____ First Name MI _____ Last Name _____ Preferred Name

_____ Street Address _____ City _____ State _____ Zip Code

_____ Home Phone _____ Alternate/Work Phone _____ Email Address

PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION:

Are you interested in: _____ Full Time _____ Part Time _____ Temporary

What schedule would you prefer? _____ Weekdays _____ Weekends _____ Evenings _____ Nights

How did you hear about the position? _____ Classified Ad _____ Friend (Name) _____ Radio _____ Internet

Desired Pay: Hourly Pay \$ _____ Annual Pay \$ _____ \$ _____

(Minimum, if applicable) Minimum Desired

When are you able to start work? Date: _____

Position desired: _____

PLEASE CHECK YES OR NO TO THE FOLLOWING:

Are you authorized to work in the United States? _____ Yes _____ No

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, Steel Sales Inc. will verify the status of every individual offered employment with Steel Sales Inc.. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Are you under 18 years of age? _____ Yes _____ No

If yes, can you furnish a work permit? _____ Yes _____ No

Are you capable of performing the essential functions of the job for which you are applying with or without a reasonable accommodation? _____ Yes _____ No

Please List Your Work Experience Below (Most Recent First)				
Employer:	Position:		Duties:	
Address:		Start	End	
Phone No:	Date			
Supervisor:	Reason for Leaving:			
Employer:	Position:		Duties:	
Address:		Start	End	
Phone No:	Date			
Supervisor:	Reason for Leaving:			
Employer:	Position:		Duties:	
Address:		Start	End	
Phone No:	Date			
Supervisor:	Reason for Leaving:			
Employer:	Position:		Duties:	
Address:		Start	End	
Phone No:	Date			
Supervisor:	Reason for Leaving:			

EDUCATION	ADDRESS OF SCHOOL	MAJOR	DID YOU GRADUATE ?	TYPE OF DEGREE OR DIPLOMA
HIGH SCHOOL				
COLLEGE				
GRADUATE				
TRADE, BUSINESS OR TECHNICAL				

Professional Licenses

License	Granting Organization	License No.
License	Granting Organization	License No.

REFERENCES: Give the Names of 3 persons not related to you, whom you have known at least 1 year.

Name	Address & Contact Number	Business	Years Known

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

I have submitted the attached form to Steel Sales Inc. for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate Steel Sales Inc. to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from Steel Sales Inc.'s employ.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with Steel Sales Inc. in the position I am seeking.

I understand that this application is not an employment contract for any specific length of time between Steel Sales Inc. and me, and that in the event I am hired, my employment will be “at will” and either Steel Sales Inc. or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by Steel Sales Inc. to its employees is intended to or can create an employment contract, an offer of employment or any obligation on Steel Sales Inc.'s part. Steel Sales Inc. may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.

References: I hereby authorize Steel Sales Inc. and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize Steel Sales Inc. and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

SIGNED:

DATE:

Steel Sales Inc. is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status, or reproductive health care choices in accordance with federal law. In addition, Steel Sales Inc. complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. Steel Sales Inc. also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.