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 SPRINGFIELD, OR 97477
 PHONE(541) 726-9194
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 E-MAIL office@smithsheetmetal.com
 CCB# 90545

APPLICATION FOR EMPLOYMENT

Thank you for considering **Smith Sheet Metal** in your job search. We are an equal employment opportunity employer and do not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, sexual orientation, political affiliation, marital or veteran status. No application will be rejected as a result of disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

CONFIDENTIAL

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 PLEASE COMPLETE BY PRINTING IN INK OR TYPING.
 COMPLETE ALL QUESTIONS and SIGN YOUR NAME ON LAST PAGE

PERSONAL

DATE: _____

NAME: _____
Last First Middle

ADDRESS: _____
Number Street Apt.

City State Zip Code

EMAIL ADDRESS: _____

POSITION APPLIED FOR: _____

DATE YOU CAN START: _____ DESIRED RATE OF PAY: _____

TELEPHONE: WORK: _____ HOME/MESSAGE: _____

EDUCATION/include MILITARY TRAINING				
Training	Name of School City and State	Major Subjects Or Type of Courses	Circle Last Year Completed	Did You Graduate
High School			Years 9 10 11 12	
Business School			No. of Months	
College or University			Less Than 1 Year 1 2 3 4	Degree Received
Additional Schooling			Number of Years	Certificate Received

SPECIAL SKILLS
Software Applications/Skills:
Other Skills:

EMPLOYMENT RECORD

(Include Military Service as a part of the employment record. Use the space on the back page to account for any periods of unemployment of one month or more.)

Employer _____ From (month/year) _____ To (month/year) _____

Address _____ Telephone number _____

Job title _____ Supervisor's name _____

Describe your duties and responsibilities: _____

Reason for leaving: _____

Employer _____ From (month/year) _____ To (month/year) _____

Address _____ Telephone number _____

Job title _____ Supervisor's name _____

Describe your duties and responsibilities: _____

Reason for leaving: _____

Employer _____ From (month/year) _____ To (month/year) _____

Address _____ Telephone number _____

Job title _____ Supervisor's name _____

Describe your duties and responsibilities: _____

Reason for leaving: _____

Employer

From (month/year)

To (month/year)

Address

Telephone number

Job title

Supervisor's name

Describe your duties and responsibilities: _____

Reason for leaving: _____

May we contact your present employer? _____ Yes _____ No

GENERAL INFORMATION

ARE YOU 18 YEARS OF AGE OR OLDER? _____ Yes _____ No

DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UNITED STATES? (Successful applicants will be required to prove identity and eligibility for employment.) _____ Yes _____ No

Do you have experience in, or have you ever worked in a similar industry or business before? _____ Yes _____ No
If yes, please explain (including length, position, and industry).

Have you ever been employed or attended school using any other name? _____ Yes _____ No

If yes, please explain: _____

Are you able to perform the primary duties of the job as outlined in the newspaper advertisement, announcement, posting, jobline, job description, etc., with or without reasonable accommodation? _____ Yes _____ No

If no, please explain: _____

Do you have any employment restrictions resulting from a non-compete or confidentiality agreement?

_____ Yes _____ No

IF NEEDED, PLEASE USE THE SPACE BELOW TO PROVIDE ANY ADDITIONAL INFORMATION:

(Additional employers, periods of time not worked, etc.)

PLEASE READ CAREFULLY BEFORE SIGNING.

I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

I authorize SMITH SHEET METAL to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. SMITH SHEET METAL has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment.

If hired, I recognize the rules and policies of SMITH SHEET METAL. I understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of SMITH SHEET METAL or myself. I understand that the corporate officers are the only people who will ever have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.

I understand and acknowledge that I may be required to submit to a physical examination, including drug test. Additionally, I hereby authorize the release of the results of such an examination to SMITH SHEET METAL for their use in evaluating my suitability for employment. Further, I release the examining facility and SMITH SHEET METAL from any and all liability, and from any damage that may result from the release of such information.

I acknowledge reading and understanding the foregoing statements.

Signature

Date

SMITH SHEET METAL PRE-EMPLOYMENT QUALIFICATIONS FOR PRODUCTION EMPLOYEES

- Applicant must be a minimum of 18 years of age.
- Applicant will be E-Verified.
- Applicant must be able to work on State & Federal Public Works Projects.
- Applicant must have reliable transportation.
- Applicant must be willing to take and pass drug and alcohol screens.
- Applicant must have good verbal and written communication skills in English.
- Applicant must be able to read a tape measure.
- Applicant is required to have an acceptable security background check.
- Applicant must have acceptable references including past employers.
- Applicant must successfully demonstrate physical strength to meet the requirements of the job.
- Applicant must successfully demonstrate written skills.
- Applicant must successfully demonstrate mechanical ability.
- Applicant must successfully demonstrate the ability to work at heights.
- Each employee/potential employee must be willing and able to work successfully as a team player with other employees and represent Smith Sheet Metal to our customers in a professional manner acceptable to management.