

PRECISION STEEL SERVICES, INC.  
31 E. SYLVANIA AVENUE  
TOLEDO OH 43612  
Phone # 419-476-5702  
Fax # 419-476-1726

APPLICATION FOR EMPLOYMENT

**Precision Steel Services, Inc. is an equal opportunity employer. We recruit, hire, and promote employees without regard to race, color, religion, sex, age, national origin, citizenship, disability or any other legally protected status. We are a Drug-Free Workplace.**

(Please Print Clearly and Complete all Pages)

Name: Last, First, Middle \_\_\_\_\_ S.S. No. \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Residence Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Business Phone # \_\_\_\_\_

How long have you lived at this address: \_\_\_\_\_

Have you ever worked for this company before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give dates of employment and position(s) held \_\_\_\_\_

Position(s) applying for \_\_\_\_\_

\_\_\_\_\_ Part Time \_\_\_\_\_ Full Time If part time, state hours desired: \_\_\_\_\_

Rate of pay/salary expected: \_\_\_\_\_

What special qualifications do you have for this position? (Attach additional sheet if necessary) \_\_\_\_\_

Who referred you to us? \_\_\_\_\_

Earliest date you are available to start work if hired: \_\_\_\_\_

Any objection to overtime work if required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have reliable means of transportation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you perform the essential functions of the job with or without accommodations? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the answer is no, describe: \_\_\_\_\_

Have you ever been convicted of or plead no contest to a crime?

Yes  No

If so, please explain \_\_\_\_\_

Are you under 18 years of age?  Yes  No If so, give birth date: \_\_\_\_\_

In case of emergency, whom should we notify?

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
City State Zip

**EDUCATION**

| Name and Address           | # of Years Attended | Did you Graduate? |
|----------------------------|---------------------|-------------------|
| Elementary _____<br>_____  | _____               | _____             |
| High School _____<br>_____ | _____               | _____             |
| College(s) _____<br>_____  | _____               | _____             |
| Other _____<br>_____       | _____               | _____             |

Are you a U.S. Citizen?  Yes  No

If not a U.S. Citizen, is your U.S. residence legal?  Yes  No

If you are a permanent resident of the U.S., give your alien registration # \_\_\_\_\_

If you are not a permanent resident, what is the status of your visa? \_\_\_\_\_

Federal immigration laws require all job applicants to provide if hired, appropriate identify and employment eligibility documents within three days of hire; and, if hired, thereafter where necessary to demonstrate continued compliance with the immigration laws. Failure to provide such documentation will result in termination.

**EMPLOYMENT EXPERIENCE**

Show below a continuous employment record for the past ten years (if applicable), give most recent employment first, indicate any period of unemployment or self-employment, include military service, if any, and identify any specialty attained while in the armed forces.

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_ Salary \$ \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City State Zip

Job Title and Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_ Salary \$ \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City State Zip

Job Title and Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_ Salary \$ \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City State Zip

Job Title and Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

If additional job listings are necessary, attach additional sheet.

Have you ever been disciplined or discharged by any prior employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain \_\_\_\_\_

**PERSONAL REFERENCES (Other than Employers or Relatives) YOU HAVE KNOWN FOR AT LEAST TWO YEARS**

Name Address/City, State, Zip Phone # E-Mail

\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S CERTIFICATON AND AUTHORIZATION  
IMPORTANT - READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

I certify that, to the best of my knowledge and belief, that all information that I have supplied on this form is true and complete. I understand that falsification (consisting of any false information, misrepresentation, or omissions) will disqualify my application, and if hired, would be grounds for dismissal regardless of the date such falsification is discovered.

Applicant's Initials: \_\_\_\_\_

Precision Steel Services, Inc. maintains a drug-free workplace. All applicants who are offered a position must undergo a drug screening as part of the post offer process at Precision Steel Services, Inc. expense. Any offer of employment is contingent on the results of this drug screening, and any applicant testing positive for illegal substances will be disqualified from consideration. Upon hire, employees will be expected to abide by the Company's drug and alcohol policy that includes testing for alcohol and illicit drugs.

Applicant's Initials: \_\_\_\_\_

I authorize Precision Steel Services, Inc. to investigate and verify all statements in this application, and to secure information from my past or present employers and references. I hereby release all of those employers and references and Precision Steel Services, Inc. from any and all liability arising from their giving or receiving information about my employment history my academic credentials or qualifications, and my suitability for employment with Precision Steel Services, Inc.

Applicant's Initials: \_\_\_\_\_

This application will be considered active for a period not to exceed 30 days. At the end of this period, if I have not heard from the Company and still wish to be considered for employment, I understand it will be necessary to fill out a new application.

Applicant's Initials: \_\_\_\_\_

In the event of my employment with Precision Steel Services, Inc., I will comply with all rules, regulations, and policies set forth in the Company's policy manual or other communications distributed by the Company. I understand that nothing in this employment application, in the Company's policy statements or personnel guidelines, or in my communications with any Company official is intended to create an employment contract between the Company and me. I also understand that the Company has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless it is made in writing and signed by a Company officer. I understand and acknowledge that if an employment relationship is established, any employment relationship is at the will of the employer and the employee, and that either party may terminate the employment relationship, with or without cause, at any time.

Applicant's Initials: \_\_\_\_\_

**I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE PRECEDING STATEMENTS.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date