



## Employment Application

POSITION APPLIED FOR

GENERAL INFORMATION		
Name (last, first, middle initial)		Social Security No. (Optional)
Street Address		City, State, Zip
Home Phone No.	Work Phone No.	Message Phone No.
<p>Are you authorized to work in the United States? <u>Proof of Authorization will be required post hire.</u></p> <p>Yes   No</p>		
TRAINING AND EDUCATION		
CIRCLE HIGHEST GRADE COMPLETED:      8      9      10      11      12      GED		
Colleges/other training	Major/subject	Degree/certificates
ADDITIONAL SKILLS Describe skills relevant to the job for which you are applying		
SKILL	TYPE OF EXPERIENCE	LEVEL OF EXPERTISE
Office equipment, computers, software (typing speed, programs, etc.)		
Technical skills, professional licenses		
Heavy equipment, machinery		
Other		
Can you perform the essential functions of the job with or without reasonable accommodation?    Yes    No		
BACKGROUND INFORMATION		
EACH CASE IS CONSIDERED SEPARATELY BASED ON JOB DUTIES AND PERFORMANCE AREAS		
Do you have a valid State Driver's License?    Yes    No    State		
(If position applied for involves driving), have you been convicted, pleaded to no contention or paid a fine for any traffic violations in the past three (3) years?    Yes    No    If yes please explain:		
Have you been convicted of a felony or served time in prison within the last ten (10) years?    Yes    No		
Conviction will not necessarily bar you from employment. If yes, please explain:		

## EMPLOYMENT HISTORY

Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. The following sections MUST be completed even if a resume is submitted.

Employer		Employed from:	To:
Address		Supervisor	
Phone	Hours worked/week	Starting salary	
Position		Last salary	
Primary duties			
Number of employees supervised by you		May we contact this employer	Supervisor's phone
Reason for leaving			

  

Employer		Employed from:	To:
Address		Supervisor	
Phone	Hours worked/week	Starting salary	
Position		Last salary	
Primary duties			
Number of employees supervised by you		May we contact this employer	Supervisor's phone
Reason for leaving			

  

Employer		Employed from:	To:
Address		Supervisor	
Phone	Hours worked/week	Starting salary	
Position		Last salary	
Primary duties			
Number of employees supervised by you		May we contact this employer	Supervisor's phone
Reason for leaving			

  

Employer		Employed from:	To:
Address		Supervisor	
Phone	Hours worked/week	Starting salary	
Position		Last salary	
Primary duties			
Number of employees supervised by you		May we contact this employer	Supervisor's phone
Reason for leaving			

## PROFESSIONAL REFERENCES

Please list below any people in addition to supervisors listed above who can responsibly evaluate your work performance

Name	Place of employment/title	Phone

It is understood and agreed that the foregoing is true to the best of my knowledge, and that my falsification of this application will be grounds for elimination from further consideration or, if employed by Rochester Iron & Metal, Inc. (RIM) for dismissal. I authorize RIM to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I release all parties and persons connected with any such request for information from all claims, liabilities, and damages that may arise out of the furnishing of such information. If employed, I release RIM from any liability for future references it may provide regarding my work history at the firm.

I understand that employment with the Employer is "at-will", which means that RIM can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. I shall give one week's notice before terminating my position with RIM. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Employer, other than the Manager, has any authority to alter the foregoing.

*Applicant's signature*



It is understood and agreed that the foregoing is true to the best of my knowledge, and that my falsification of this application will be grounds for elimination from further consideration or, if employed by Rochester Iron & Metal, Inc. (RIM) for dismissal. I authorize RIM to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I release all parties and persons connected with any such request for information from all claims, liabilities, and damages that may arise out of the furnishing of such information. If employed, I release RIM from any liability for future references it may provide regarding my work history at the firm.

I understand that employment with the Employer is "at-will", which means that RIM can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. I shall give one week's notice before terminating my position with RIM. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Employer, other than the Manager, has any authority to alter the foregoing.

*Applicant's signature* \_\_\_\_\_ *Date* \_\_\_\_\_