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|  | Jireh Metal Products, Inc.  |

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |
|  |  |  |  |
|  | City | State | ZIP Code |
| Phone: |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Available: |  | Desired Hourly Rate or Salary: $  |  |

|  |  |
| --- | --- |
| Position Applied for: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Are you at least 18 years or older? | YES[ ]  | NO[ ]  | If no, you may be required to provide authorization to work? |
| Are you a citizen of the United States? | YES[ ]  | NO[ ]  | If no, are you authorized to work in the U.S.? | YES[ ]  | NO[ ]  |
| Are you available to work any shift? | YES[ ]  | NO[ ]  |  Can you work overtime and/or weekends? | YES[ ]  | NO[ ]  |
| Can you perform the essential duties of the job applied for with or without reasonable accommodation? | YES[ ]  | NO[ ]  |
| Have you ever worked for this company? | YES[ ]  | NO[ ]  | If yes, when? |  |
| Have you ever been convicted of a felony? | YES[ ]  | NO[ ]  |  |
| If yes, explain: |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Diploma:: |  |
| College: |  | Address: |  |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |
| Trade School: |  | Address: |  |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

## References

Please list two professional references.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |
|  |  |  |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |
| Job Title: |  | Starting Wage: | $ | Ending Wage: | $ |
| Responsibilities: |  |
| From: |  | To: |  | Reason for Leaving: |  |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |
| Job Title: |  | Starting Wage: | $ | Ending Wage: | $ |
| Responsibilities: |  |
| From: |  | To: |  | Reason for Leaving: |  |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |
| Job Title: |  | Starting Wage: | $ | Ending Wage: | $ |
| Responsibilities: |  |
| From: |  | To: |  | Reason for Leaving: |  |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |
| Rank at Discharge: |  | Type of Discharge: |  |
| If other than honorable, explain: |  |

## Disclaimer and Signature

***Please read carefully before signing.*** *Jireh Metal Products, Inc. is an equal opportunity employer. Jireh Metal does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.*

*I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Jireh Metal to hire me. If I am hired, I understand that either Jireh Metal or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Jireh Metal has the authority to make any assurance to the contrary.*

*I attest with my signature below that I have given to Jireh Metal true and complete information on this application. No requested information has been concealed. I authorize Jireh Metal to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |