

Stephens Pipe & Steel, LLC



Application for Employment

(complete front and back, incomplete applications discarded)

In compliance with Federal, State, and Local equal employment laws; qualified applicants are considered without regard to race, color, religion, sex, sexual orientation, veteran status, national origin, age, marital status, or the presence of a medical condition or handicap.

Date of Application: ___ / ___ / _____

Position Desired: (must check position(s) desired to be considered) Other: _____

- | | | | | |
|-----------------------------------|--------------------------------------|--------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Welder | <input type="checkbox"/> Fabricator | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Painter | <input type="checkbox"/> Wire Yard |
| <input type="checkbox"/> Coating | <input type="checkbox"/> Forklift Op | <input type="checkbox"/> Galvanizer | <input type="checkbox"/> Machine Operator | <input type="checkbox"/> Weaver |
| <input type="checkbox"/> Extruder | <input type="checkbox"/> Hardware | <input type="checkbox"/> Shipping | <input type="checkbox"/> Janitor | <input type="checkbox"/> Machinist |
| <input type="checkbox"/> Office | <input type="checkbox"/> Tube Mill | <input type="checkbox"/> Wire Mill | <input type="checkbox"/> Material Handler | <input type="checkbox"/> Supervisor |

Name: _____
(Last) (First) (Middle)

Address: _____ Phone # _____
(Street/Route) (P.O. Box)

(City) (State) (Zip) How Long at Present Address? _____

Previous Address: _____ How Long? _____
(Street/Route) (City) (State) (Zip)

Are you legally authorized to work in the U.S.? _____ Yes _____ No

Are you 18 years or older? _____ Yes _____ No

In Case of Emergency notify (please list two people with phone numbers):

(Name) (Address) (Phone Number)

(Name) (Address) (Phone Number)

Have you ever worked for Stephens Pipe & Steel, LLC: _____ Yes _____ No If yes, list last day worked: _____

If yes, list reason for leaving: _____

List location worked: _____ Supervisor: _____

Will you work any shift? _____ Yes _____ No If No, preferred shift(s): _____ Days _____ Nights _____ Other

Will you work overtime? _____ Yes _____ No

Who referred you? _____ Rate of Pay expected: _____

Work History: (List your three most recent employers)

1) Employer: _____ From _____ To _____
Address: _____ Phone # _____
Reason for Leaving: _____ Position _____
Describe job duties, skills used, promotions, etc. _____

2) Employer: _____ From _____ To _____
Address: _____ Phone # _____
Reason for Leaving: _____ Position _____
Describe job duties, skills used, promotions, etc. _____

3) Employer: _____ From _____ To _____
Address: _____ Phone # _____
Reason for Leaving: _____ Position _____
Describe job duties, skills used, promotions, etc. _____

Personal References: (at least 3, other than family)

Name

Address

Phone

Time Acquainted

Education History: (grade completed)

Elementary: 4 5 6 7 8

High School: 9 10 11 12

College: 1 2 3 4

Graduate: 1 2 3 4

Describe any specialized training or skill you possess: _____

Typing Skills/ WPM _____	Office Skills _____
Computer Skills (list programs that you are familiar with) _____	
Word Processing/ WPM _____	Other Skills _____

An application form sometimes makes it difficult to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

The following must be Read and Signed by the Applicant: Stephens Pipe & Steel, LLC is an equal opportunity employer. Stephens Pipe & Steel, LLC 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 Stephens Pipe & Steel, LLC to hire me. If I am hired, I understand that either Stephens Pipe & Steel, LLC 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 Stephens Pipe & Steel, LLC has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Stephens Pipe & Steel, LLC true and complete information on this application. No requested information has been concealed. I authorize Stephens Pipe & Steel, LLC 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.

Date _____ **Signature** _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.

Office Use Only: Position(s) considered for: _____

Interviewed: ___ Yes ___ No Date: _____ Interviewer: _____

Employed: ___ Yes ___ No Hire Date: _____ Location: _____

Employee # _____ Job Title _____ Department _____ Rate of Pay _____

General Duties: _____

Notes: _____

Approved By: _____

Affirmative Action Voluntary Information

Completion of Information Below is Voluntary

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is STRICTLY VOLUNTARY. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is not a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

Applicant Information

Name: _____

Last

First

Middle

Address _____

Street

City

State

ZIP

Telephone _____ Male _____ Female _____

Please check one of the following Equal Employment Opportunity Identification Groups:

____ White

____ Black (not of Hispanic origin)

____ Hispanic

____ American Indian/Alaskan Native

____ Asian/Pacific Islander

____ Multiracial (having parents of different races) THIS IDENTIFICATION GROUP IS RECOGNIZED ONLY IN THE STATE OF MICHIGAN.

Applicant Signature _____ Date _____

For Administrative Use Only

Date of Hire _____ Pay Rate _____

Job Title _____ Department _____

Shift _____ Branch _____

Notes _____

Completed by _____ Date _____

Revised 1/2018