

KING ARCHITECTURAL METALS

LOS ANGELES • DALLAS • BALTIMORE

EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY EMPLOYER. It is our policy to abide by all Federal and State laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status, or physical or mental disability, except where a reasonable, bona fide occupational qualification exists.

PLEASE TYPE OR PRINT IN INK.

Today's Date _____

Name _____ Social Security # (Optional) _____

Address _____ How Long? _____

City _____ State/Zip _____

Day Phone () _____ Home Phone () _____

Position for which you are applying _____

Check the following options you would consider _____ Full Time _____ Part Time _____ Temporary

If part time, specify hours or days _____

What is your minimum salary requirement? _____ Date available for work _____

Do you have any commitments to another employer that might affect your employment with us? _____

EDUCATION AND TRAINING

	School Name	City and State	Degree/Major Course of Study	Degree Received
High School				Yes No
College				Yes No
Graduate School				Yes No
Trade School				Yes No

List any other education, training, special skills or certificates/licenses that you possess related to the job _____

List any machines, equipment, or software programs on which you are qualified and experienced in operating _____

List any languages that you fluently speak. _____ Read/write _____

Do you have a valid driver's license in this state? _____ Yes _____ No

Military experience? _____ Yes _____ No If yes, what branch? _____

GENERAL INFORMATION

Can you, after employment, submit verification of your legal right to work in the U.S.? _____ Yes _____ No

Are you 16 years old or over? _____ Yes _____ No If under 18, state age _____

Were you previously employed by King Architectural Metals? _____ Yes _____ No

If yes, dates _____

GENERAL INFORMATION (continued)

Do you have any relatives working for King Architectural Metals? _____ Yes _____ No

If yes, list name(s) _____

During the last ten years, have you ever been convicted of, plead guilty to, or received probation, deferred adjudication, or any other type of alternative method of supervision or correction for a misdemeanor, having a penalty of imprisonment or a fine of over \$500, or a felony? (Answering yes is not an automatic bar to employment but will be considered in relation to specific job requirements.)

_____ Yes _____ No If yes, explain _____

EMPLOYMENT HISTORY

List all work experience beginning with the present or most recent job (use back of application, if necessary).

NAME OF EMPLOYER _____ TYPE OF BUSINESS _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DATES EMPLOYED (FROM TO) _____ TITLE _____

NAME OF SUPERVISOR _____ (_____) _____

TELEPHONE NUMBER _____

MAY WE CONTACT? _____ YES _____ NO WAS EMPLOYMENT? _____ PART TIME _____ FULL TIME

BRIEF DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____ LAST SALARY _____

NAME OF EMPLOYER _____ TYPE OF BUSINESS _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DATES EMPLOYED (FROM TO) _____ TITLE _____

NAME OF SUPERVISOR _____ (_____) _____

TELEPHONE NUMBER _____

MAY WE CONTACT? _____ YES _____ NO WAS EMPLOYMENT? _____ PART TIME _____ FULL TIME

BRIEF DESCRIPTION OF DUTIES _____

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TELEPHONE NUMBER _____

MAY WE CONTACT? _____ YES _____ NO WAS EMPLOYMENT? _____ PART TIME _____ FULL TIME

BRIEF DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____ LAST SALARY _____

BUSINESS REFERENCES

(List three individuals, in addition to listed employment references, known to you for at least three years.)

	NAME	OCCUPATION/ASSOCIATION	PHONE
1.	_____	_____	() _____
2.	_____	_____	() _____
3.	_____	_____	() _____

Person to be notified in case of emergency:

Name _____ Telephone _____

Address _____

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, honors received, etc. (you may omit all information that would indicate age, sex, sexual orientation, race, religion, color national origin, or disability.)

AGREEMENT (Please read the following statement carefully.)

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. **I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.**

I authorize all persons listed above (and on the accompanying resume, if any) to give King Architectural Metals any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and King Architectural Metals, from liability for any damage that may result from furnishing same to King Architectural Metals.

I understand that King Architectural Metals will provide workers' compensation insurance for its employees. In the event of injury in the workplace, I agree that my sole remedy lies in coverage under King Architectural Metals workers' compensation insurance policy.

If employed by King Architectural Metals, I agree to abide by the policies and procedures of King Architectural Metals which includes Anti-Harassment Policy. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of King Architectural Metals, or myself. I further understand that no manager or representative of King Architectural Metals other than the president of King Architectural Metals has any authority to enter into any agreement, oral or written, on behalf of King Architectural Metals for a term of employment or to make any assurance or promise of continued employment.

I understand and agree that I may be required to take a drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test results to King Architectural Metals for its use. I understand that any positive drug or alcohol result may preclude my employment.

Signature _____

Date _____