



APPLICATION FOR AT-WILL EMPLOYMENT - EQUAL OPPORTUNITY EMPLOYER

(PLEASE PRINT)

PERSONAL	NAME: LAST FIRST MIDDLE			SOCIAL SECURITY NUMBER	
	PRESENT ADDRESS (STREET)			TELEPHONE NUMBER	BEST TIME TO CALL ____:____ AM / PM
	(CITY) (STATE) (ZIP)			CELL NUMBER	
				Email Address:	
	DO YOU HAVE THE RIGHT TO LEGALLY REMAIN & WORK IN THE US? ☐ YES ☐ NO IN THE EVENT OF AN OFFER OF EMPLOYMENT, ALL PERSONS ARE REQUIRED TO PROVIDE DOCUMENTATION IN COMPLIANCE WITH THE IMMIGRATION CONTROL AND REFORM ACT.				
POSITION	POSITION APPLYING FOR			DATE OF APPLICATION	
	DATE AVAILABLE FOR WORK AVAILABLE FOR OVERTIME IF REQUIRED? ☐ YES ☐ NO			SALARY DESIRED/MONTH	
	HOURS / DAYS NOT AVAILABLE TO WORK - STATE WHEN: _____			ARE YOU 18 OR OLDER? ☐ YES ☐ NO	
EDUCATION	CIRCLE LAST YEAR COMPLETED IN SCHOOL AND/OR COLLEGE: 8 9 10 11 12 13 14 15 16 17 18 19 20 GRADUATE: ☐ YES ☐ NO GED: ☐ YES ☐ NO				
	DEGREE: MAJOR YEAR				
	NAME & LOCATION OF LAST SCHOOL:				
	SPECIALIZED JOB RELATED TRAINING/CERTIFICATES: _____				
SKILLS	ANY ADDITIONAL SKILLS/EQUIPMENT OPERATED?			OFFICE & CLERICAL POSITIONS ONLY:	
				LIST OFFICE EQUIPMENT & OFFICE SKILLS IN WHICH YOU ARE EXPERIENCED:	
REFERENCES	GIVE LOCAL CHARACTER REFERENCES, OTHER THAN RELATIVES, WHO HAVE KNOWN YOU FOR ONE YEAR OR MORE				
	NAME		ADDRESS/PHONE NUMBER		OCCUPATION
MISCELLANEOUS	ARE YOU CURRENTLY EMPLOYED? ☐ YES ☐ NO MAY WE CONTACT YOUR PRESENT EMPLOYER(S)? ☐ YES ☐ NO				
	LIST COUNTIES/STATES, OTHER THAN HANCOCK-OH, WHERE YOU HAVE RESIDED IN PREVIOUS 5 YRS.: _____				
	LICENSE NUMBER: _____ STATE: _____		NO. MOVING VIOLATIONS PAST FIVE YEARS: _____		HAS YOUR LICENSE BEEN REVOKED IN THE PAST
	DO YOU HAVE A VALID CDL ☐ YES ☐ NO		NO. OF ACCIDENTS LAST FIVE YEARS: _____		FIVE YEARS? ☐ YES ☐ NO
	WERE IN U.S. MILITARY? ☐ YES ☐ NO IF SO STATE BRANCH/RANK: _____ / _____				
	HAVE YOU EVER BEEN CONVICTED OF A FELONY EXCEPT MINOR TRAFFIC VIOLATION? ☐ YES ☐ NO				
	(THIS QUESTION PERTAINS ONLY TO CONVICTIONS THAT HAVE NOT BEEN SEALED OR EXPUNGED)				
	IF SO, PLEASE STATE CONVICTIONS(S) AND PLACE WHERE OFFENSE(S) OCCURRED: _____				
	HAVE YOU EVER BEEN EMPLOYED UNDER A DIFFERENT NAME? ☐ YES ☐ NO IF "YES", WHAT WAS THE NAME? _____				
	Your Application will be reviewed and if your qualifications meet our criteria we will call you. Please no PHONE CALLS to follow up! Thank You! WHICH LISTED EMPLOYERS? _____				

EMPLOYMENT HISTORY

BEGINNING WITH THE MOST RECENT, LIST ALL EMPLOYERS FOR PREVIOUS 5 YEARS				
MOST RECENT OR PRESENT EMPLOYER		FROM (Mo./Yr.)	SUPERVISOR	STARTING/ENDING HOURLY RATE/SALARY
		To (Mo./Yr.)		
EMPLOYER'S ADDRESS		DESCRIBE MAJOR DUTIES (responsibilities, accomplishments)		
JOB TITLE				
REASON FOR LEAVING				
EMPLOYER		FROM (Mo./Yr.)	SUPERVISOR	STARTING/ENDING HOURLY RATE/SALARY
		To (Mo./Yr.)		
EMPLOYER'S ADDRESS		DESCRIBE MAJOR DUTIES (responsibilities, accomplishments)		
JOB TITLE				
REASON FOR LEAVING				
EMPLOYER		FROM (Mo./Yr.)	SUPERVISOR	STARTING/ENDING HOURLY RATE/SALARY
		To (Mo./Yr.)		
EMPLOYER'S ADDRESS		DESCRIBE MAJOR DUTIES (responsibilities, accomplishments)		
JOB TITLE				
REASON FOR LEAVING				
EMPLOYER		FROM (Mo./Yr.)	SUPERVISOR	STARTING/ENDING HOURLY RATE/SALARY
		To (Mo./Yr.)		
EMPLOYER'S ADDRESS		DESCRIBE MAJOR DUTIES (responsibilities, accomplishments)		
JOB TITLE				
REASON FOR LEAVING				
EMPLOYER		FROM (Mo./Yr.)	SUPERVISOR	STARTING/ENDING HOURLY RATE/SALARY
		To (Mo./Yr.)		
EMPLOYER'S ADDRESS		DESCRIBE MAJOR DUTIES (responsibilities, accomplishments)		
JOB TITLE				
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		To (Mo./Yr.)		
EMPLOYER'S ADDRESS		DESCRIBE MAJOR DUTIES (responsibilities, accomplishments)		
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		To (Mo./Yr.)		
EMPLOYER'S ADDRESS		DESCRIBE MAJOR DUTIES (responsibilities, accomplishments)		
JOB TITLE				
REASON FOR LEAVING				

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

AUTHORIZATION FOR INVESTIGATION AND RELEASE

I authorize Hancock Structural Steel, LLC to investigate all statements in this application and to secure any necessary information from all my employers and references. I hereby release all of those employers and references, and Hancock Structural Steel, LLC from liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with Hancock Structural Steel, LLC.

Having made application for employment with Hancock Structural Steel, LLC and desiring them to be informed as to my previous record and character, I hereby authorize Hancock Structural Steel, LLC to investigate my past record by credit check and/or background check with governing authorities to ascertain any and all information which may concern my record and character, and release any and all institutions and all persons whomsoever from any damage because of furnishing said information.

I understand that any offer of my employment is contingent upon receipt of a satisfactory report concerning, academic credentials, employment references, and, depending on the position offered, physical examination. I further understand that any false, misleading statements and/or omissions of factual data (including but not limited to omissions of former employers), that bear on my suitability for the position for which I am applying will be sufficient cause for rejection of my application if Hancock Structural Steel, LLC has not employed me and for immediate dismissal if Hancock Structural Steel, LLC has employed me. I also authorize Hancock Structural Steel, LLC to supply information about my employment record, in a whole or in part, in confidence to any prospective employer, government agency, or other party having legal and proper interest, and I hereby release Hancock Structural Steel, LLC from any liability for its providing this information.

In the event of my employment with Hancock Structural Steel, LLC I will comply with all rules, regulations, and policies set forth in Hancock Structural Steel, LLC policy manual or other communications distributed by Hancock Structural Steel, LLC. I understand that nothing in this employment application, in Hancock Structural Steel, LLC. policy statements or personnel guidelines, or in my communications with any Company official is intended to create an employment contract between Hancock Structural Steel, LLC and me. I also understand that Hancock Structural Steel, LLC 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 Hancock Structural Steel, LLC unless it is made in writing and signed by an officer of Hancock Structural Steel, LLC I understand that if an employment relationship is established I have the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statements.

SOCIAL SECURITY NUMBER

NAME (Print)

DATE

SIGNATURE

WITNESS

Please read the following statement carefully before signing to indicate your understanding:

I understand that, prior to beginning employment, I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the Company prior to the administration of the test so that a reasonable accommodation can be made. The company reserves the right to require medical documentation regarding the need for accommodation.

DATE

SIGNATURE

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

For Employer Use Only

Interviewed By _____ Date _____ Hired YES ☐ NO ☐

Starting Date _____ Position _____ Wage _____

COMMENTS: _____

_____ N/A - Drug Test Ordered: Date _____ Time _____ CDL YES ☐ NO ☐