INDUSTRIAL METAL SUPPLY CO.
metal made easy

Employment Application

☐ Sun Valley ☐ Irvine ☐ San Diego ☐ Phoenix ☐ Riverside ☐ Tucson

PLEASE PRINT

Date _____ Last Name _____ First Name _____ Middle Initial _____

Present Address

Street No. _____ City _____ State _____ Zip Code _____

Permanent Address (if different from present address)

Street No. _____ City _____ State _____ Zip Code _____

(___) _____ (___) _____ _____

Home Phone Cell Phone Email Address

Which position(s) are you applying for: _____

Shift Availability: 1st ☐ 2nd ☐ 3rd ☐ **Hourly rate desired**? _____

Have you ever applied to or worked for **Industrial Metal Supply** before? ☐ Yes ☐ No If yes, when?_____

Do you have any friends or relatives working for **Industrial Metal Supply** ☐ Yes ☐ No

If yes, state name(s) and relationship:

Name _____ Relationship _____

Name _____ Relationship _____

If hired, would you have a reliable means of transportation to and from work? ..... ☐ Yes ☐ No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) ..... ☐ Yes ☐ No

If hired, can you present evidence of your legal right to work? ..... ☐ Yes ☐ No

Do you have any of the following Class of CA Driver License: Class C ☐ Class B ☐ Class A ☐

Do you have a current DMV report (less than 30 days old) ☐ Yes ☐ No Medical Certificate ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? ..... ☐ Yes ☐ No
If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, drug screening and to skill and agility tests.)

Education, Training and Experience

		No. of years Completed	Did you Graduate?	Degree or Diploma
High School	_____ Name	____	☐ Yes ☐ No	_____
	_____ City ____ State _____-_____ Zip			
College/ University				
	_____ Name	____	☐ Yes ☐ No	_____
	_____ City ____ State _____-_____ Zip			
Vocational/ Business/ Trade Technical School				
	_____ Name	____	☐ Yes ☐ No	_____
	_____ City ____ State _____-_____ Zip			

Check all computer programs you have experience using: M.S. Word ☐ M.S. Excel ☐ M.S. Power Point ☐ M.S. Access ☐

Do you know how to use/read a measuring tape: Yes ☐ No ☐

What type of machines can you operate? Please check all that apply:

Band Saw ☐ Bar Saw ☐ Plate Saw ☐ Tsuni ☐ Shear ☐

Do you have experience in?: Shipping ☐ Receiving ☐

Can you use micrometers: Yes ☐ No ☐

Can you read calipers: Yes ☐ No ☐

Can you read blueprints: Yes ☐ No ☐

Can you drive a forklift: Yes ☐ No ☐

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

_____ (___)_____
Name of Employer Telephone No.

_____ _____
Type of Business Your Supervisor's Name

_____ _____ ____ _____-____
Address & Street City State Zip

Dates of Employment: _____ _____
From To

_____
Your Position and Duties

_____
Reason for Leaving

May we contact this employer for a reference? ..... ☐ Yes ☐ No

_____ (___)_____
Name of Employer Telephone No.

_____ _____
Type of Business Your Supervisor's Name

_____ _____ ____ _____-____
Address & Street City State Zip

Dates of Employment: _____ _____
From To

_____
Your Position and Duties

_____
Reason for Leaving

May we contact this employer for a reference? ..... ☐ Yes ☐ No

_____ (___)_____
Name of Employer Telephone No.

_____ _____
Type of Business Your Supervisor's Name

_____ _____ ____ _____-____
Address & Street City State Zip

Dates of Employment: _____ _____
From To

_____
Your Position and Duties

_____
Reason for Leaving

May we contact this employer for a reference? ..... ☐ Yes ☐ No

Note: Attach additional page(s) if necessary.

Reference

List below two persons not related to you who have knowledge of your work performance within the last three years.

First Name	Last Name	Telephone No
_____	_____	(___) _____

Address & Street	City	State	Zip
_____	_____	____	_____-_____

Occupation	No. of Years Acquainted
_____	___

First Name	Last Name	Telephone No
_____	_____	(___)_____

Address & Street	City	State	Zip
_____	_____	____	_____-_____

Occupation	No. of Years Acquainted
_____	___

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ Initials

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release **Industrial Metal Supply Company**, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or **Industrial Metal Supply Company**, and that no promises or representations contrary to the foregoing are binding on **Industrial Metal Supply Company** unless made in writing and signed by me and the company's designated representative.

_____ Initial

Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by **Industrial Metal Supply Company** I am entitled to copies of any such public records obtained by **Industrial Metal Supply Company** unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

☐ I waive receipt of a copy of any public record described in the paragraph above

_____ Date

_____ Applicant's Signature

How did you hear about us? _____