



## APPLICATION FOR EMPLOYMENT

Brown Strauss Steel (the "Company") is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

### PERSONAL INFORMATION

First name \_\_\_\_\_ Middle name/initial \_\_\_\_\_ Last name \_\_\_\_\_ SSN \_\_\_\_\_ Date of birth \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Email \_\_\_\_\_

How did you hear about us? ☐ Company website ☐ Internet ☐ Referral (referred by \_\_\_\_\_)  
☐ Temp to hire ☐ Walk-in ☐ Agency ☐ Other ( \_\_\_\_\_ )

Are you related to anyone at the Company? ☐ Yes ☐ No (if yes, related to and relation \_\_\_\_\_)

### EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Desired hourly rate or salary \_\_\_\_\_

Are you employed now? ☐ Yes ☐ No If yes, may we contact your current employer? ☐ Yes ☐ No

Have you ever applied to Brown Strauss before? ☐ Yes ☐ No If yes, where and when? \_\_\_\_\_

Do you seek a reasonable accommodation to perform the essential functions of the job for which you are applying? ☐ Yes ☐ No

### AVAILABILITY FOR WORK

Type of work: ☐ Full time ☐ Part time ☐ Temporary or short-term

Shifts or time of day: ☐ Day ☐ Afternoon ☐ Graveyard ☐ Rotating

Days of the week: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Will you work daily overtime on occasion if necessary? ☐ Yes ☐ No

Will you work extra days in the week if necessary? ☐ Yes ☐ No

Do you plan to work elsewhere or attend school and work here too? ☐ Yes ☐ No

Do you have any ongoing obligations or other personal commitments that would affect your work schedule? ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Will you now or in the future require sponsorship for employment? ☐ Yes ☐ No

### PRIOR EMPLOYMENT

Dates	Employer	Address and phone	Position	Reason for leaving or other comments

Have you ever been discharged or asked to resign from previous employment? ☐ Yes ☐ No

If yes to the above, please describe: \_\_\_\_\_

**EDUCATION**

Name and Location	Last year completed	Did you graduate?	Subjects studied or degree(s) received
High school _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
College _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Trade school _____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Job related skills, certifications or licenses (typing, commercial driver's license, etc.): \_\_\_\_\_

**AUTHORIZATION**

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

**I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.**

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

This application shall remain in effect for six (6) months from its submission.

\_\_\_\_\_  
Date Signature

**SECTION BELOW FOR USE UPON EMPLOYMENT FOR PERSONNEL RECORDS. DO NOT COMPLETE AS PART OF YOUR INITIAL APPLICATION FOR EMPLOYMENT.**

Number of dependents: \_\_\_\_\_ Marital status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed Sex: ☐ F ☐ M

Is a "special disabled veteran" or "Veteran of the Vietnam Era"? ☐ Yes ☐ No

Name	Address	Phone	Email
Emergency contact:			
Spouse (if any):			
Personal physician:			



Brown Strauss Steel is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. This data is for periodic government reporting and will be kept in a **confidential file** separate from the Application for Employment.

#### **EEO-1 SURVEY**

If you wish to be identified, please sign below and complete the survey:

\_\_\_\_\_  
First name                      Middle name/initial                      Last name

\_\_\_\_\_  
Date                      Signature

**Gender/Sex:** ☐ Female ☐ Male

**Ethnicity:** Are you Hispanic or Latino? ☐ No, I am not Hispanic or Latino.  
☐ Yes, I am Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race).

#### **Race:**

**IMPORTANT - Only complete this section if you checked "No, I am not Hispanic or Latino" in the Ethnicity section above.**

What is your race? Select ONE of the following categories:

- ☐ White – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- ☐ Black or African American – A person having origins in any of the Black racial groups of Africa.
- ☐ American Indian/Alaskan Native – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ Native Hawaiian or other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ Two or More Races – All persons who identify with more than one of the above five races.

#### **Veteran Status:**

- ☐ Veteran - As defined under one or more of the following: Served on active duty for a period of more than 180 days, and any part of which occurred between August 5, 1964 and May 7, 1975 and were discharged or released other than dishonorably; or, was discharged or released from active duty for a service connected disability if any part of the active duty was performed between August 5, 1964 and May 7, 1975; or who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized (such as The Persian Gulf, El Salvador, Grenada, Lebanon, Panama, Southwest Asia, Haiti, Somalia & Bosnia); or one who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of discharge or release from active duty (recently separated veteran).

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#### **FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) applied for is open: ☐ Yes ☐ No      Position(s) considered for: \_\_\_\_\_

Date: \_\_\_\_\_