

## EMPLOYMENT APPLICATION

Auer Steel & Heating Supply Co. ♦ 785 County Rd CB ♦ Neenah, WI 54956

Auer Steel & Heating Supply Co. is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

### PERSONAL INFORMATION

Position(s) Applied For		Date of Application	
Last Name	First Name	Middle Initial	
Address	City	State	Zip Code
Telephone Number	Alternate Number	Social Security Number	
How Did You Hear About Us? <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Employment Agency <input type="checkbox"/> Current Employee _____ <input type="checkbox"/> Other _____			

Are you legally eligible to work in the United States? (Proof of eligibility will be required upon offer of employment) YES  NO

Are you over the age of 18 years? (If no, you may be required to provide authorization) YES  NO

Have you ever applied to Auer Steel & Heating Supply Co. before? YES  NO   
(If yes, please give date.) \_\_\_\_\_

Have you ever worked for Auer Steel & Heating Supply Co. before? (If yes, please give date.) \_\_\_\_\_ YES  NO

Have you ever been convicted of a crime or municipal violation other than a minor traffic violation? (A conviction will not necessarily disqualify you.) YES  NO

If yes, please explain: \_\_\_\_\_

Do you have any pending criminal charges? YES  NO

Do you have a valid driver's license?(For driving positions only.) YES  NO

Have you been convicted of any moving violations in the past five years? (For driving positions only.) YES  NO

If yes, please explain: \_\_\_\_\_

Is anyone related to you employed by Auer Steel & Heating Supply Co.? YES  NO

If yes, please give their name and relationship to you. \_\_\_\_\_

What salary or rate of pay do you expect to receive if employed? \_\_\_\_\_ per \_\_\_\_\_

Have you ever been fired or asked to resign from a job? YES  NO

If yes, please explain. \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

### EDUCATION

	Name and Location of School	Course of Study or Major	# of Years Completed	Did you Graduate?
Elementary				
High School				
College				
Graduate				
Vocational				

Describe any specialized training, apprenticeships, licenses or skills.

Have you received any job-related training in the United States Military? YES  NO

Please give dates and explanation:

**EMPLOYMENT HISTORY** (Begin with current or most recent employer. Do not exclude any employment. Previous salaries or wages will not be used to determine compensation at Auer Steel & Heating Supply Co.)

Date Month and Year	Name and Address of Employer	Salary	Position	Name and Title of Supervisor
From		\$		
To				
Reason for leaving and explanation:				
Date Month and Year	Name and Address of Employer	Salary	Position	Name and Title of Supervisor
From		\$		
To				
Reason for leaving and explanation:				
Date Month and Year	Name and Address of Employer	Salary	Position	Name and Title of Supervisor
From		\$		
To				
Reason for leaving and explanation:				

**REFERENCES** (Please list three persons, who are not related to you or previous supervisors, who can provide **professional** references.)

Name	Address	Phone Number	Relationship/Occupation	Years Known

**APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

**\*PLEASE READ CAREFULLY BEFORE SIGNING\***

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Auer Steel & Heating Supply Co. (hereinafter referred to as "Auer Steel") that such employment with Auer Steel is at will, for no specified duration and may be terminated by either Auer Steel or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Auer Steel or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of Auer Steel except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of Auer Steel.

In consideration for employment with Auer Steel, if employed, I agree to conform to the rules, regulations, policies and procedures of Auer Steel at all times and understand that such obedience is a condition of employment. I understand that due to the nature of Auer Steel business, attendance and punctuality are considered essential requirements of every job at Auer Steel and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with Auer Steel, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I understand that this application is considered current for 30 days. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

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

Name and number of person completing this form if other than applicant: \_\_\_\_\_