

# MSBI - MENA STEEL BUILDINGS, INC.

## APPLICATION FOR EMPLOYMENT

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

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

### PERSONAL:

Name (First and Last): \_\_\_\_\_

SS#: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zipcode: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Drivers License #: \_\_\_\_\_

State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

IN CASE OF AN EMERGENCY NOTIFY: \_\_\_\_\_

PHONE #: \_\_\_\_\_ RELATION: \_\_\_\_\_

To Applicant: **READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING THE FOLLOWING QUESTIONS.**

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. P.L. 90-202 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years of age. The laws of some States also prohibit some or all of the above types of discrimination, as well as some additional types such as discrimination against the physically handicapped.

Have you been arrested in the past 10 years? \_\_\_\_\_

If yes, describe in full: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a valid Drivers License? \_\_\_\_\_ If no, why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you use recreational drugs? \_\_\_\_\_

Do you have any physical or mental reasons that would hinder you from performing certain construction work (etc. Heavy lifting, heights, driving)? \_\_\_\_\_

If yes, describe limitations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you work Full time: \_\_\_\_\_ or Part-time: \_\_\_\_\_ Specify days and hours if Part-time. \_\_\_\_\_

**RECORD OF EDUCATION:**

School Name & Address

Course of Study

Graduated?

Date

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**MILITARY RECORD:**

Were you in the U.S. Armed Forces? Yes  No  If yes, what branch?

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_

List of duties in the service including special training:

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| Company Name | Company Address | Company Phone Number | Position Held and Responsibilities | Starting Salary | Ending Salary | Reason for Leaving | Supervisor's Name |
|--------------|-----------------|----------------------|------------------------------------|-----------------|---------------|--------------------|-------------------|
|              |                 |                      |                                    |                 |               |                    |                   |
|              |                 |                      |                                    |                 |               |                    |                   |
|              |                 |                      |                                    |                 |               |                    |                   |

May we contact the employers listed above? \_\_\_\_\_

If not, indicate which one(s) you do not wish us to: \_\_\_\_\_

\_\_\_\_\_

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and record through any investigation or credit agencies or bureaus of your choice.

In making this application for employment I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period to receive additional detailed information about the nature of this interrogative consumer report

Signature: \_\_\_\_\_

