



Application For Employment

We consider applicants for all position without regard to race, color, religion, sex, national origin, age, marital status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Date: _____ Shift _____ Part Time Full Time

Position(s) Applied For _____

Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other _____

Name and Address	
Name (First, MI, Last)	Social Security Number
Mailing Address	
City, State, and Zip Code	
Home Phone	Cell Phone

Additional Information	
Have you been an employee of this organization in the past?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If employed and you are under 18, can you furnish a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you employed now?	Yes <input type="checkbox"/> No <input type="checkbox"/>
On what date would you be available for work?	
Are you on lay-off and subject to recall?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <small>(Proof of citizenship or immigration status will be required upon employment.)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been convicted of a felony within the last 7 years? <small>(conviction will not necessarily disqualify applicant from employment.)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please explain: _____	
Give name and telephone number of three references who are not related to you and are not previous employers.	

Why do you want to work at Colby Metal?

Special Skills and Qualifications acquired from employment or other experiences:

Education (Schools attended or special training received)

Name of School	Years Completed	Course of Study
Elementary		
High School		
College		
Describe Specialized Training, Apprenticeship, Skill and Extra-Curricular Activities		

Work History

Job Title	From	To	Employer	Wage/Salary
Address		Phone	Supervisor	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for Leaving?				

Job Title	From	To	Employer	Wage/Salary
Address		Phone	Supervisor	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Address		Phone	Supervisor	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for Leaving?				

Signature	Date
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I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with this company terminated.



Reference Checks and Pre-employment Drug Screen

As part of the hiring process, representatives of Colby Metal may contact past employers and references that you have listed.

If an offer of employment is extended, we require an on-site pre-employment drug screen. If for any reason, the on-site drug screen indicates a "positive result", (per the manufacturer standards-which may in some case reflect the use of prescribed medications) you will be referred to a medical lab facility for a complete drug screen. If you refuse to complete further testing, the job offer is no longer valid.

I understand that reference checks and pre-employment drug screen are part of the hiring requirements of Colby Metal.

Signature: _____ **Date:** _____