



3333 S. Council Road • Oklahoma City, Oklahoma 73179-4410 • (405) 745-7500 • FAX (405) 261-0564

Application for Employment

An Equal Opportunity Employer

We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or veteran status, sex, national origin, disability, or any other legally protected status.

General Information

Name _____ SSN _____
(Print) Last First MI

Current Address _____ How Long There _____
Number & Street City State ZIP Years Months

Previous Address _____ How Long There _____
Number & Street City State ZIP Years Months

Telephone _____ Cell Phone Number _____

Are you 18 years of age or older? Yes _____ No _____

Position(s) applied for _____ How soon could you report to work? _____

Type of employment desired: Full time _____ Part time _____ Temporary _____

Shift availability: Days _____ Evenings _____ Nights _____ Rate of Pay Expected _____

If part-time, what days and hours are you available to work? _____

How did you hear about this position? Newspaper Ad _____ Agency _____ Alliance Employee _____ Other _____

Background Information

Have you ever applied for a job with us before? Yes _____ No _____ If yes, when? _____

Have you ever worked for us before? Yes _____ No _____ If yes, when? _____

Are you employed now? Yes _____ No _____ If yes, why do you wish to make a change? _____

Are you legally eligible to work in the U.S.? Yes _____ No _____

If yes, what type of authorization do you have? _____

Have you ever been convicted or plead guilty or no contest to a felony? Yes _____ No _____

If yes, state offense, date, court, and place where conviction occurred: _____

Note: Conviction of a felony does not automatically disqualify an applicant for employment.

Do you currently have any criminal charges pending against you? Yes _____ No _____

If yes, please state offense, date, and place: _____

Work Record

Please list the names of your previous employers in consecutive order with present or last employer listed first. Account for all periods of time, including military service and any period of unemployment. If self-employed, give firm name and supply business references.

Name of Present or Last Employer	Employed	Pay	Title or Position	Reason for Leaving
	From (mo.yr.)	Start \$ _____		
Address	To (mo.yr.)	Final \$ _____	Name of Last Supervisor	
City, State, ZIP				
Telephone				
Name of Present or Last Employer	Employed	Pay	Title or Position	Reason for Leaving
	From (mo.yr.)	Start \$ _____		
Address	To (mo.yr.)	Final \$ _____	Name of Last Supervisor	
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City, State, ZIP				
Telephone				

Please provide any additional information such as special skills, training, management experience, equipment operation, or other qualifications you feel will be helpful to us in considering your application.

Driving Record

Complete this section only if you are applying for a position that requires on-the-job driving or if you have been instructed by Alliance Steel, Inc. to do so.)

Do you have a valid driver's license and/or other driving certifications? Yes _____ No _____

If so, what type(s) and subject to what restrictions, if any? _____

State, number and expiration date: _____

Have you been cited for any moving violation within the past five years? Yes _____ No _____

If so, state the violation(s), date(s), place(s), and resolution of the citation(s): _____

References

Do not list relatives or former employers.

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

Job Applicant's Certification

Please read the following certification carefully before signing. If you do not understand or if you disagree with any portion of the above, do not sign before discussing with Alliance Steel, Inc.

I certify that information given by me in this application is true in all respects, and I agree that, if the information is found to be false in any way, it shall be considered sufficient reason for denial of employment or discharge. I authorize Alliance Steel, Inc. to contact, obtain, and verify the accuracy of information contained in this application or provided verbally. Alliance Steel may contact previous employers, educational institutions and any other persons listed to make investigations and inquiries concerning me and/or my previous employment, as necessary, to verify information or arrive at an employment decision. I hereby release from liability Alliance Steel, Inc. and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that nothing contained in this employment application or in the granting of an interview or of a position of employment is intended to create an employment contract between Alliance Steel, Inc. and myself for either employment or for the provision of any benefits. No promises regarding employment have been made to me, and I understand that no promise or guarantee of employment for any specific length of time or under any specified circumstances shall be binding upon Alliance Steel, Inc. unless made in writing or with the express written consent and authorization of the president. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and for any reason and that Alliance Steel, Inc. retains the same right.

I understand that, depending on the position applied for, prior to being offered employment with Alliance Steel, Inc. I may be requested to take an examination pertaining to skills or equipment operation. In the event I have a disability which will affect my ability to take the test, I will so inform Alliance Steel, Inc. prior to the administration of the test so that reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. Alliance Steel, Inc. reserves the right to require medical documentation concerning the need for accommodation.

I understand that, if I am initially offered a position of employment, Alliance Steel, Inc. may require me to pass a medical exam prior to the commencement of work and as a condition of employment. I also understand that drug and/or alcohol tests are a condition of employment and that refusal to submit to such tests when asked by Alliance Steel, Inc. shall be considered sufficient reason for denial of employment or discharge.

I understand that, if employed, the policies and rules which are issued by Alliance Steel, Inc. are not conditions of employment and that Alliance Steel, Inc. may revise policies or procedures, in whole or in part, unilaterally at any time.

Important: If you do not understand or if you disagree with any portion of the above, do not sign before discussing with Alliance Steel, Inc.

Date _____ Signature of Applicant _____