



# Charleston Steel and Metal Company

## EMPLOYMENT APPLICATION

### Application Information

Full name:

\_\_\_\_\_  
Last First M.I.

Date:

\_\_\_\_\_

Address:

\_\_\_\_\_  
Street address Apt/Unit #

Phone:

\_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Email:

\_\_\_\_\_

Date Available:

\_\_\_\_\_

S.S. no:

\_\_\_\_\_

Desired salary:

\$

\_\_\_\_\_

Position applied for:

\_\_\_\_\_

Are you a citizen of the United States?

Yes ☐

No ☐

If no, are you authorized to work in the U.S.?

Yes ☐

No ☐

Have you ever worked for this company?

Yes ☐

No ☐

If yes, when?

\_\_\_\_\_

Have you ever been convicted of a felony?

Yes ☐

No ☐

If yes, explain?

\_\_\_\_\_

### Education

High school:

\_\_\_\_\_

Address:

\_\_\_\_\_

From:

\_\_\_\_\_

To:

\_\_\_\_\_

Did you graduate?

Yes ☐

No ☐

Diploma:

\_\_\_\_\_

College:

\_\_\_\_\_

Address:

\_\_\_\_\_

From:

\_\_\_\_\_

To:

\_\_\_\_\_

Did you graduate?

Yes ☐

No ☐

Degree:

\_\_\_\_\_

Other:

\_\_\_\_\_

Address:

\_\_\_\_\_

From:

\_\_\_\_\_

To:

\_\_\_\_\_

Did you graduate?

Yes ☐

No ☐

Degree:

\_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes ☐ No ☐

## QUALIFICATIONS / SKILLS

Please list any qualifications, special skills, or experience that you have that will benefit you here.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at discharge: \_\_\_\_\_ Type of discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

## References

Please list three professional references.

Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____

## Disclaimer and signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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