



## APPLICATION FOR EMPLOYMENT

### **PERSONAL INFORMATION**

Date: \_\_\_\_\_ Are You 18 or Older? Yes  No

Name \_\_\_\_\_  

LAST
FIRST
MIDDLE

Present Address \_\_\_\_\_  

STREET
CITY
STATE
ZIP

Permanent Address \_\_\_\_\_  

STREET
CITY
STATE
ZIP

Phone No. \_\_\_\_\_ Email Address: \_\_\_\_\_

### **EMPLOYMENT DESIRED**

Position \_\_\_\_\_ Office Location Interest In Working \_\_\_\_\_

Date You Can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now? Yes  No  May we contact your employer? Yes  No

Have you applied to Target Steel before? Yes  No  Where? \_\_\_\_\_ When? \_\_\_\_\_

Referred By \_\_\_\_\_

<b>EDUCATION</b>	Name and Location of School	No of Years attended	Did you Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

(Continued on other side)

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**GENERAL – Subjects of Special Study or Research Work**

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Special Skills

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Activities: (Civic, Athletic, Etc.)

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US Military or  
Naval Service

Rank

Present Membership in  
National Guard or Reserves

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**FORMER EMPLOYERS** (List below last three employers, starting with last one first)

Date Month/Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From To				
From To				
From To				

Which of these jobs did you like Best?

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What did you like most about this job?

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**REFERENCES:** Give the names of three persons not related to you, whom you have known at least one year.

Name	How do you know them	Phone Number for Contact	Years Known

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Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No **PLEASE NOTE THAT SUCH CONVICTION DOES NOT AUTOMATICALLY EXCLUDE YOUR FROM EMPLOYMENT WITH TARGET STEEL.**

\_\_\_\_\_.(SIGNATURE)

By signing above and below, I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

**ADDITIONAL DISCLOSURES AND AGREEMENTS**

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this

regard. I further understand that to be eligible for employment, I must complete the entire application process which may include a medical examination and drug screen.

I expressly authorize, without reservation, the Company, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Company, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

In order to process your application, or during the course of your employment, a consumer report may be obtained on you for employment purposes. It may be an investigative consumer report that includes information regarding your character, general reputation, personal characteristics, and mode of living. Such report may also be necessary in relation to any investigation regarding allegations of sexual harassment, discrimination, or disciplinary charges associated with your employment. The employer may utilize an outside organization to obtain a consumer report and/or to conduct investigations. If an investigative consumer report is obtained, you have a right to request disclosure of the nature and scope of the report, which involves personal interviews with sources such as your neighbors, friends, or associates. I hereby authorize the employer to obtain a consumer report on me for employment purposes and to conduct investigations as outlined above.

I understand that the Company does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the Company and still wish to be considered for employment, it will be necessary for me to reapply and complete a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the Company reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Company is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Company's president.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

**Knowing and Voluntary Litigation Agreement and Waiver.**

**A. Claims Brought Under Michigan Law.**

In consideration of the Company's review of my application, I agree that any claim or lawsuit of any nature which arises out of my employment with the Company, or my application for employment with the Company, must be filed no more than 180 days after the date of event complained of, unless the applicable statute of limitations period is shorter than 180 days in which case I will continue to be bound by that shorter limitations period. While I understand that the statute of limitations for claims arising out of an employment action may be longer than 180 days, **I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY**, unless state law prohibits such waiver. I further agree that if I should bring any non-statutory action or claim arising out of my employment or potential employment against the Company, in which the Company prevails, I will pay the Company any and all such costs incurred by the Company in defense of said claims or actions, including actual attorneys fees.

**B. Claims Brought Under Title VII of the Civil Rights Act of 1964 and Other Federal Statutes.**

In consideration of the Company's review of my application, I agree that any Title VII claim or lawsuit or claim brought under any other Federal Statute which arises out of my employment with the Company, or my application for employment with the Company, must be filed no more than 185 days after the date of filing a proper and timely charge with the EEOC, NLRB, or other administrative agency. While I understand that the statute of limitations for claims arising out of an employment action may be longer than 185 days after filing a claim with the EEOC, NLRB, or other agency, **I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY**, unless Federal law prohibits such waiver or prohibits such a reduction in the statute of limitations. I further agree that if I should bring any non-statutory action or claim arising out of my employment or potential employment against the Company, in which the Company prevails, I will pay the Company any and all such costs incurred by the Company in defense of said claims or actions, including actual attorneys fees.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICATION AND EMPLOYMENT STATEMENT. BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE REVIEWED THE ENTIRE APPLICATION AND HAVE HAD AN OPPORTUNITY TO REVIEW THIS APPLICATION WITH AN ATTORNEY OF MY CHOOSING AND HAVE AGREED TO EXECUTE THIS DOCUMENT SUCH KNOWLEDGE AND INFORMATION.**

I certify, under oath and under the penalty, that I have read, fully understand, and accept all terms of the foregoing Application and Employment Statement contained in the documents.

Signature

Date

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