



Liberty Steel Industries, Inc.

PO Box 70
Warren, OH 44482
(330)372-6363

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

APPLICANT INFORMATION
PLEASE PRINT

Position(s) applied for:		Date ____/____/____	
Last Name:	First:	M.I.:	
Street Address:		Apartment/Unit #:	
City:	State:	Zip:	
Telephone:	Cell Phone:		
May we contact you at work?	Yes	No	
If yes, best number and time to call?			
Date you would be available to start work:			
Type of employment desired?	Full Time	Part Time	Temporary
Will you relocate if job requires it?	Yes	No	
Will you travel if job requires it?	Yes	No	
If under the age of 18, and it is required, can you furnish a work permit?	Yes	No	
If no, please explain:			
Are you legally eligible for employment in the U.S.?	Yes	No	
Have you been convicted of a felony in the last seven (7) years?	Yes	No	
If yes, please explain:			
<i>Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.</i>			
Driver's License Number and State:			

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EMPLOYMENT HISTORY

Provide the following information for your past and current employers, assignments, or volunteer activities, starting with the most recent.

Employer		Telephone	
City	State	Supervisor and Title	
Job Title	Salary: Starting \$ _____ per _____ Ending \$ _____ per _____		
Responsibilities			
Dates Employed From:		To:	Reason for Leaving
May we contact for a reference?		YES	NO LATER

Employer		Telephone	
City	State	Supervisor and Title	
Job Title	Salary: Starting \$ _____ per _____ Ending \$ _____ per _____		
Responsibilities			
Dates Employed From:		To:	Reason for Leaving
May we contact for a reference?		YES	NO LATER

Employer		Telephone	
City	State	Supervisor and Title	
Job Title	Salary: Starting \$ _____ per _____ Ending \$ _____ per _____		
Responsibilities			
Dates Employed From:		To:	Reason for Leaving
May we contact for a reference?		YES	NO LATER

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

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EDUCATIONAL BACKGROUND

	Name and Location of School	No. of Years Attended	Degree/Diploma	Course of Study
High School				
College/University				
Graduate				
Trade/Vocational				

REFERENCES

Please list name and telephone number of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Phone	Years Known	Liberty Steel Referral?	Yes	No

LIST ANY ADDITIONAL INFORMATION YOU WOULD LIKE US TO CONSIDER

Please summarize any additional information that may be helpful in performing job-related functions.

APPLICANT’S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I give Liberty Steel Industries, Inc. the right to contact and obtain information including but not limited to work performance, disciplinary action and attendance from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release Liberty Steel Industries, Inc. and its representatives from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

Initial _____ **Date** ____/____/_____

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination from the employer’s service, whenever it is discovered.

Liberty Steel Industries, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by local, state, or federal law. It is this company’s policy not to refuse to hire a qualified individual with a disability because of that person’s need for a reasonable accommodation as required by the ADA.

I understand that any employment offered is for an unspecified duration of time and that either I or the employer may terminate my employment at any time, with or without notice or cause, except as may be required by law. I understand that this application, anything said during the interview process, or any verbal/electronic exchanges does not constitute an agreement or contract for employment. I also understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

This application is current and will be retained by the company for up to six (6) months; after that, if I have not heard from Liberty Steel Industries, Inc. and still want to be considered for employment, it will be necessary for me to complete a new application. If during this time any pertinent information contained in this application were to change, it is the responsibility of the applicant to inform Liberty Steel Industries, Inc. and to update the necessary information.

In compliance with federal law, I understand that if I am hired, I will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ **Date** ____/____/_____

<u>Internal Use Only</u>	
Date Received:	____/____/_____
Reviewed by:	_____
Date Filed:	____/____/_____