



**Southwest  
Steel**

**An SME Industries Company**

280 Sunpac Avenue, Henderson, NV 89011 Office 702.320.4900 Fax 702.320.4902  
www.sws-steel.com

# **S O U T H W E S T S T E E L E M P L O Y M E N T A P P L I C A T I O N**

*Save this application form to your computer before completing it. Email completed form to jobs@sws-steel.com or print and mail to Southwest Steel, 280 Sunpac Avenue, Henderson, NV 89011*

Date of Application: \_\_\_\_\_

## **I. PERSONAL INFORMATION AND CONTACT DATA:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Sex:  Male  Female

Employment Desired:  Full-Time  Part-Time  Full or Part-Time

When Are You Available For Work? \_\_\_\_\_

## **II. EDUCATION AND TRAINING:**

Do You Have a High School Diploma or GED Certificate? Yes  No

### **Education:**

Type of School	School and Mailing Address	Years Completed	Major	Degree
High School				
College Bus. or Trade School				
Professional School				
Other				

### **Specialized Training:**

Program/Courses	Company/School	Dates	Credits Earned	Certificate Received

**III. EMPLOYMENT HISTORY:**

**Current Employment: Are you currently employed?** If yes, complete this section. If no, mark below that you are not currently working and begin with the next section (Past Employment).  I am not currently working

Name of Employer: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Name of Last Supervisor: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Salary History: From: \_\_\_\_\_ To: \_\_\_\_\_

Current Job Title: \_\_\_\_\_

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

May we contact your employer?  Yes  No

**Past Employment:** Please list your past work experience for the past (10) years , beginning with your most recent position. If you were self-employed, give the firm name. Attach additional sheets if necessary.

**Employer #1:** Name of Employer: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Name of Last Supervisor: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Salary History: From: \_\_\_\_\_ To: \_\_\_\_\_

Last Job Title: \_\_\_\_\_

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

May we contact this employer?  Yes  No

**Employer #2:** Name of Employer: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Name of Last Supervisor: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Salary History: From: \_\_\_\_\_ To: \_\_\_\_\_

Last Job Title: \_\_\_\_\_

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

May we contact this employer?  Yes  No

**Employer #3:** Name of Employer: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Name of Last Supervisor: \_\_\_\_\_

**Dates of Employment:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Salary History:** From: \_\_\_\_\_ To: \_\_\_\_\_

Last Job Title: \_\_\_\_\_

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

May we contact this employer?  Yes  No

Additional Employers can be added at end of Application

**IV. PROFESSIONAL REFERENCES:**

List 3 (three) references other than family or relatives that can objectively assess your professional or scholastic performance.

Name	Position	Company	Phone

**V. ADDITIONAL SKILLS AND QUALIFICATIONS:**

Summarize special skills and qualifications you would like us to consider including certifications and licenses.

Skills: \_\_\_\_\_

Certifications: \_\_\_\_\_

Typing: \_\_\_\_\_

Computer:  PC  Mac  Both

Program Applications (list all that apply):

Do you have your own tools? (List):

Other skills:

Use this space to add any additional information necessary to describe you full qualifications for the position which you are applying:

**VI. GENERAL EMPLOYMENT CONSIDERATIONS AND QUESTIONS:**

Are you over the age of 18?  Yes  No

Are you legally eligible for employment in the U.S.?  Yes  No

**Note: Anyone offered employment is required to provide identification and documentation.**

Have you ever been convicted of any violation of law other than a minor traffic violation?  Yes  No

Note: A conviction will not necessarily bar you from employment. If yes, please explain:

Have you ever been dismissed or asked to resign from any position?  Yes  No

If yes, please explain:

Did you complete this application yourself?:  Yes  No If not, who did? \_\_\_\_\_

May we contact you at work?  Yes  No If Yes, Telephone number: \_\_\_\_\_

**PRE-EMPLOYMENT DRUG SCREENING is conducted for all positions within SME Industries.** This application for employment shall be considered active for a period of time not to exceed six months. Any applicant wishing to be considered for employment beyond this time period will need to re-apply each six months.

I certify that the answers given on this application are TRUE and COMPLETE to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary to arrive at an employment decision. I therefore authorize SME Industries to investigate all statements made on this application and to discuss the results of its investigation with those responsible for hiring. I further authorize SME Industries to contact former employers and references who can verify information, and I give my consent for former employers and other contacted persons to respond to questions pertaining to information on this application or related to the job for which I am applying. Further, I release from liability all employers and other persons contacted, who provide to SME Industries such career information. I also understand that should an investigation at any time disclose misrepresentations or falsification of information contained in this document, my application will be disapproved and my name removed from any further consideration for employment. In the event of employment, I understand that false or misleading information given in my application or interviews may result in termination. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with SME Industries is of an "at-will" employment relationship and may not be changed by written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. By placing your name in the box below you are effectively acknowledging and certifying that all answers on this application are TRUE and CORRECT.

Name and Date: \_\_\_\_\_

SME Industries seeks the following information in order to comply with its obligations under all applicable Equal Employment Opportunity Laws. Applicants are encouraged to complete this form which will be separated from the application and used for statistical purposes only. In keeping with SME Industries' policy, any individual who knowingly falsifies a race or sex claim is subject to disqualification or termination.

**Position applied for:** \_\_\_\_\_

A. How did you first learn about the job for which you are applying? (Select only one)

- |  |   |
|--|---|
| <input type="checkbox"/> Newspaper (Name) _____    | <input type="checkbox"/> Walk-In                          |
| <input type="checkbox"/> Job Bulletin              | <input type="checkbox"/> Federal/State Employment Service |
| <input type="checkbox"/> SME Steel Website         | <input type="checkbox"/> Internet Job Site (Name) _____   |
| <input type="checkbox"/> Job Fair (location) _____ | <input type="checkbox"/> Other _____                      |
| <input type="checkbox"/> Employee Referral         |   |

B. Is there anything that would prohibit you from performing the essential job duties/functions of the position for which you applied?:  Yes  No

If yes, please explain:

**Additional space for Previous Employment and other items needing explanation.**

**Additional Employer:** Name of Employer: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Name of Last Supervisor: \_\_\_\_\_

**Dates of Employment:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Salary History:** From: \_\_\_\_\_ To: \_\_\_\_\_

Last Job Title: \_\_\_\_\_

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company:

May we contact this employer?  Yes  No

## Invitation to Self-Identify Race/Ethnicity and Military Status

**SME** Industries companies are subject to certain nondiscrimination and affirmative action recordkeeping – reporting requirements in order to comply with Equal Employment Opportunity federal law and executive orders. In order to comply, SME invites all field employees to voluntarily self-identify their race/ethnicity, gender and military status.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with applicable federal laws and executive orders. If you choose not to self-identify at this time, the federal government requires SME to determine this information by visual survey and/or by other information.

All SME Industries applicants and employees are treated during employment without regard to race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, disability, marital status, pregnancy, or veteran status.

*This data will be kept in a CONFIDENTIAL file, separate from all other applicant and new hire paperwork.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Position Applied For: Production, Skilled Trades, and Maintenance**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Welder Apprentice          | <input type="checkbox"/> Welder Journeyman  | <input type="checkbox"/> Welder / Fitter                  | <input type="checkbox"/> Maintenance Technician |
| <input type="checkbox"/> Welder Helper              | <input type="checkbox"/> Painter Journeyman | <input type="checkbox"/> Painter Helper                   | <input type="checkbox"/> Material Handler       |
| <input type="checkbox"/> Other Skilled Trade: _____ |   | <input type="checkbox"/> Other Production Position: _____ |   |

**Position Applied For: Office, Technical, and Professional**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Accounting          | <input type="checkbox"/> Sales / Marketing  | <input type="checkbox"/> Estimating                         | <input type="checkbox"/> Operations Management    |
| <input type="checkbox"/> Drafting            | <input type="checkbox"/> Project Management | <input type="checkbox"/> I.T.                               | <input type="checkbox"/> Human Resources/Benefits |
| <input type="checkbox"/> Quality             | <input type="checkbox"/> Purchasing         | <input type="checkbox"/> Detailing                          | <input type="checkbox"/> Safety                   |
| <input type="checkbox"/> Other Office: _____ |   | <input type="checkbox"/> Other Professional Position: _____ |   |

### Race or Ethnic Group:

- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White (Not Hispanic or Latino):** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino):** a person having origins in any of the black racial groups of Africa.
- Asian (Not Hispanic or Latino):** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Native American or Alaska Native (Not Hispanic or Latino):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

## **Military Status:** (Please check all that apply)

- Not a Veteran:** did not serve in the US military, ground, naval, or air service.
- Veteran:** if served on active duty in the US military, ground, naval, or air service and were discharged with other than a dishonorable discharge.
- Disabled Veteran:** a veteran of the US military, ground, naval, or air service, who is entitled to disability compensation under laws administered by the Veterans Administration or were discharged or released from active duty because of a service-connected disability.
- Special Disabled Veteran:** if served on active duty in the US military ground, naval, or air service and (1) were discharged or released from active duty because of a service-connected disability, or (2) are entitled to compensation (or would be entitled to compensation) for certain disabilities under laws administered by the Department of Veteran Affairs (i.e., disabilities rated at 30 percent or more, or at 10 or 20 percent if you have been determined to have a serious employment handicap).
- Other Protected Veteran:** if served on an active duty during a war; or served on active duty during a campaign or expedition for which a campaign badge has been awarded. A list of military engagements included in this category may be found on the US Office of Personnel Management website at: [www.opm.gov/veterans/html/vgmedal2.asp](http://www.opm.gov/veterans/html/vgmedal2.asp).
- Newly/Recently Separated Veteran (3-year):** during the three-year period beginning on the date of your discharge or release from active duty in the US military, ground, naval, or air service.
- Vietnam-Era Veteran:** if served on active duty for a period of more than 180 days, and were discharged with other than a dishonorable discharge, in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all cases; or were discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases.
- Armed Forces Service Medal Veteran:** if while serving on active duty in the US military, ground, naval, or air service, you participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

## **Disability Status:**

Do you have a disability as defined by the Americans with Disabilities Act?  Yes  No

If you have not requested an accommodation for your disability and wish to do so, please contact SME Human Resources by calling (801) 280-4976.

**Additional Explanations:** Please use the space below for other items needing extra space.

