

# COLONIAL METALS CO.

217 Linden Street P.O. Box 311  
 Columbia, Pennsylvania 17512  
 PHONE (717) 684-2311 FAX (717) 684-0733

## APPLICATION FOR EMPLOYMENT

Please Print - Application stays on file for 60 days and must be complete to be valid.  
 Applications are accepted for open positions only.

Last Name	First	Middle	Date
Street Address			Primary Telephone
City, State, Zip			Alternate Telephone
Position Desired (must choose an open position)			Pay Expected
What shift do you prefer?			Will you work overtime if needed?
Are you legally eligible for employment in the United States?			When will you be available to begin work?
Have you ever been employed at Colonial Metals Co.?			
Have you ever been convicted of a felony? Please explain.			

### EDUCATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
High School					
College					
Business/Trade/Technical					

How were you referred to Colonial? \_\_\_\_\_

List any relatives who work for us \_\_\_\_\_

*Routing: Security distributes and accepts the employment application & the AAP Application Information sheet.  
 Security forwards completed applications to the HR department & completed AAP forms to the Receptionist.*

OVER

# EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

**May we call your present employer?**

Company Name	Telephone ( )
Address	Employed - (State month and year) From To
Name of Supervisor	Weekly pay Start Last
Job Title and Describe Your Work	Reason for Leaving

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Did you serve in the U.S. Armed Forces?  Yes  No

If yes, In what Branch? \_\_\_\_\_

Describe any special training or skills relevant to the position for which you are applying.

Colonial Metals Co. is committed to equal employment opportunity both in principle and practice. Our policy is to recruit, hire, train, promote and make other decisions about employment status without discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability (if the individual is qualified for this position with our without reasonable accommodation), pregnancy, childbirth, or related medical condition, Vietnam-era or special disabled veteran status, citizenship, or any other status protected under applicable federal, state or local laws and regulations.

I certify that I have answered truthfully and not knowingly withheld any information relative to my application. I understand that any misrepresentation or material omission on this application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission, which becomes known to the organization may result in immediate termination of my employment.

I understand that employment is "at will" and may be terminated at any time, with or without cause, by either you or Colonial Metals Co. No one in our organization has the authority to enter into any agreement for employment for a specific period of time, or to make any representations or agreement inconsistent with this policy, unless it is in writing and signed by the President of Colonial Metals Co. Acceptance by signature of the company's policies (current and future) is a condition of employment.

My signature on this form authorizes schools, law enforcement agencies, previous employers, & government agencies to release & freely discuss all information relevant to my employment including: attendance, conduct, work habits, job assignments, termination, education & pay history. I release Colonial Metals Co. and all others from all liability for any damage that may result from utilization of any information I have provided. This waiver does not permit the release of medical or disability related information in a manner prohibited by the Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPAA), or any relevant federal & state laws.

Signature \_\_\_\_\_

Date \_\_\_\_\_