



# HAVEN STEEL PRODUCTS, INC

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address \_\_\_\_\_  
*Street Address Apartment/Unit #*

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Shift Preference (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>): \_\_\_\_\_

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.?

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 Diploma: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No Diploma: \_\_\_\_\_

### References

*Please list up to three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_



Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?

Referral

How were you referred to Haven Steel Products, Inc?

Haven Steel Products, Inc. Employee? Name: \_\_\_\_\_

Website? Name: \_\_\_\_\_

Newspaper?

Advertisement? Where: \_\_\_\_\_

Other? Describe: \_\_\_\_\_

Essential Functions of Production

Must possess good communication skills, both written and verbal.  
Must be able to report to work as scheduled and on time. Must be proficient in basic math (addition, subtraction, multiplication, and division).  
Must be able to lift at least 45 pounds repetitively throughout the duration of a work shift.  
Must be able to reach overhead.  
Must be able to work in stooping, kneeling, and standing positions.  
Must be able to perform pushing, pulling, bending, and climbing activities using hands, wrists, elbows, shoulders, back and legs.  
Must have basic knowledge of hand tools and measuring equipment.  
Must be able to read micrometers, calipers, measuring tape to within 1/32 of an inch.  
Must have a positive and cooperative attitude toward co-workers, supervisors, and managers.  
Must be able to work in extreme heat.  
Must be able to operate mechanical and hydraulic presses.  
This is strenuous work requiring good, corrected vision, climbing, bending, twisting, reaching, lifting, and the ability to work with cold steel and/or extremely hot steel.

I understand the essential functions, as given above. I also understand that all the duties are not described above, and that I will if hired perform those duties specified above and other related duties as directed by my supervisor and/or management. \_\_\_\_\_ INITIAL

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation?

If NO, please explain: \_\_\_\_\_

Disclaimer and Signature

*By signing this application, I acknowledge that consideration for employment is contingent on the results of a reference and background check. Therefore, I hereby authorize Haven Steel Products, Inc. to:*

- 1. Investigate the truthfulness of all statements made on this application.*
- 2. Contact my former employers and other listed references or any other persons who can verify information.*
- 3. Discuss the results of any investigation with other employees of Haven Steel Products involved in the hiring process.*
- 4. I give my consent for all contacted persons, including former employers, to provide information concerning this application and I release each such person from liability for providing information to Haven Steel Products, Inc.*

*I further understand that my consideration for employment is contingent on my passing the pre-placement drug/alcohol test.*

*I hereby acknowledge that any employment with Haven Steel Products is an "at will" nature, which means that the employee may resign at any time and Haven Steel Products may discharge an employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the president of Haven Steel Products.*

*This application for employment shall be considered active for a period not to exceed thirty (30) days.*

*The information I provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or admission of fact on this application may result in my dismissal.*

*I understand that false or misleading information given on this application or in an interview will disqualify me from consideration for hire. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of Haven Steel Products.*

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

Please email completed application to Human Resources at [nbauer@havensteel.com](mailto:nbauer@havensteel.com)  
by clicking submit at the top of this application.