



EMPLOYER USE ONLY

REVIEWED BY _____
SCHEDULE FOR INTERVIEW: Yes No
REVIEWED BY _____
SCHEDULE FOR INTERVIEW: Yes No

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

When you have completed the application you can submit it Monday—Friday, 8am-4pm via fax (775) 324-5691, mail, or by dropping it off at our main office: **A&B Precision Metals—Human Resources 13715 Mt. Anderson Street Reno, Nevada 89506**

Make sure that you have completed all sections and signed where indicated by this symbol:

When job opening become available, you will be contacted either by telephone, email, or mail to schedule an interview.

PLEASE MAKE SURE YOUR CURRENT ADDRESS, EMAIL ADDRESS, AND TELEPHONE NUMBER ON ARE THIS APPLICATION.

PERSONAL INFORMATION

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Telephone _____ Cell Phone _____

Email Address _____

In Case of Emergency, notify _____ Phone _____

Are you authorized to work in the US? () Yes () No Are you 18 years of age or older? () Yes () No

Have you ever been convicted of a felony? ___ Yes ___ No

If yes, please describe conditions _____

QUALIFICATIONS, EXPERIENCE, & AVAILABILITY

What position are you applying for? _____

Wage desired _____ Date you would be able to start work _____

List any skills, qualifications or experience which you feel would be applicable to the position for which you are applying:

Education

List all education including the last year completed in high school, college and trade schools and any degrees earned.

School Name _____ Years Completed _____ Degree Earned _____

School Name _____ Years Completed _____ Degree Earned _____

School Name _____ Years Completed _____ Degree Earned _____

Personal References

List at least 3 persons **NOT** related to you, whom you have known for at least three years.

Name _____ Yrs Known ___ Occupation _____ Phone # _____

Name _____ Yrs Known ___ Occupation _____ Phone # _____

Name _____ Yrs Known ___ Occupation _____ Phone # _____

Availability

Mark an "X" on any or all that apply

Employment Type: Full Time Part Time Other _____

Shift Type: Day Shift Swing Shift Weekend Shift

Applicant's Name: _____

WORK HISTORY

List your last 4 employers, please list the most recent first.

Company: _____ Dates of Employment: ____/____—____/____
 Company Address: _____ City: _____ State: ____ Zip: _____
 Supervisor's Name: _____ Phone _____ Fax _____
 Position/Title: _____ Starting Wage: \$_____ per hr End Wage: \$_____ per hr
 Duties Performed: _____
 Reason for Leaving Position: _____

Company: _____ Dates of Employment: ____/____—____/____
 Company Address: _____ City: _____ State: ____ Zip: _____
 Supervisor's Name: _____ Phone _____ Fax _____
 Position/Title: _____ Starting Wage: \$_____ per hr End Wage: \$_____ per hr
 Duties Performed: _____
 Reason for Leaving Position: _____

Company: _____ Dates of Employment: ____/____—____/____
 Company Address: _____ City: _____ State: ____ Zip: _____
 Supervisor's Name: _____ Phone _____ Fax _____
 Position/Title: _____ Starting Wage: \$_____ per hr End Wage: \$_____ per hr
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 Company Address: _____ City: _____ State: ____ Zip: _____
 Supervisor's Name: _____ Phone _____ Fax _____
 Position/Title: _____ Starting Wage: \$_____ per hr End Wage: \$_____ per hr
 Duties Performed: _____
 Reason for Leaving Position: _____

AUTHORIZATION TO RELEASE INFORMATION

Previous Employment Verification

A&B Precision Metals may thoroughly investigate and verify all data given on this application, on related papers, and in interviews.

I authorize all individuals and firms named herein to provide A&B Precision Metals with any information requested regarding my work history (performance, attendance, attitude, etc.), job skills, and qualifications, as well as pertinent information regarding my employment such as rehire status, reason for leaving position, and dates of employment. I release them from all liability for damage in providing this information.

➔ **APPLICANT SIGNATURE** _____

DATE _____

Applicant's Name: _____

DRUG TESTING NOTIFICATION

NOTICE TO APPLICANTS

A & B Precision Metals, Inc. has a vital interest in maintaining safe, healthful and efficient working conditions for its employees, customers, contractors and vendors. Using or being under the influence of drugs and/or alcohol on the job may pose serious safety and health risks not only for the user, but to the public and all those who work with the user. The possession, use or sale of an illegal drug or controlled substance may also pose unacceptable risks to safe, healthful and efficient operations.

To meet this compelling interest, individuals who wish to be considered for employment must agree to **PRE-PLACEMENT DRUG TESTING AND DRUG AND ALCOHOL TESTING DURING EMPLOYMENT.**

DRUG TESTING IS REQUIRED

By completing and signing this "Notice to Applicants" and the attached "Application for Employment" the applicant understands and agrees to submit to a pre-placement drug test and to drug and/or alcohol testing during the course of employment as provided for in A & B Precision Metals, Inc.'s Drug & Alcohol Policy. The applicant further understands and agrees to release A & B Precision Metals, Inc. and its directors, officers, agents, employees, subsidiaries and affiliated concerns from any and all liability, claims, demands, damages and causes of action of every kind and nature arising out of or resulting from or in connection with submitting to drug and/or alcohol testing and any decision concerning employment made by A&B Precision Metals, Inc. in whole or in part, based upon the results of drug and/or alcohol testing. Submission of an altered or adulterated specimen or the substitution of a specimen by the applicant will result in the applicant being precluded from applying for employment with A & B Precision Metals.

A cash deposit will be required for testing and should be brought to any interview.

ANY APPLICANT WHO IS UNWILLING TO AGREE TO THESE CONDITIONS SHOULD NOT APPLY FOR EMPLOYMENT WITH A&B PRECISION METALS, INC.

➔ **APPLICANT SIGNATURE** _____ **DATE** _____

ACKNOWLEDGEMENT & SUBMITAL

STOP! BE SURE YOU READ AND UNDERSTAND THE FOLLOWING STATEMENTS BEFORE YOU SIGN THIS APPLICATION FOR EMPLOYMENT!!

I hereby certify that that facts set forth in this Application for Employment are true and complete to the best of my knowledge. I hereby certify that if requested, I am able to provide proof of employment eligibility. I understand that if employed, falsified statements on this application for employment shall be considered sufficient cause for dismissal at any time, without any previous notice. I understand that individuals who wish to be considered for employment must agree to pre-placement drug testing and drug and alcohol testing during employment, and that a cash deposit will be required. I understand that the employment relationship of all employees is "at will" and the employment of an employee can be terminated at any time at the option of the employee or the company, with or without cause and with or without notice. I hereby certify that I am 18 years of age or older.

➔ **APPLICANT SIGNATURE** _____ **DATE** _____

A&B Precision Metals is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, sexual orientation, age, disability, veteran status or any other statute protected by law.

Applicant's Name: _____

THIS SECTIONS FOR EMPLOYER USE ONLY!

Interview Scheduled for : _____ @ _____ W/ _____

2nd Interview Scheduled for _____ @ _____ W/ _____

Send for UDS on _____ UDS Received on _____

—————→ **SUPERVISOR MUST COMPLETE** ←————

Position _____

Starting Wage _____ Shift (days & hrs) _____

Department _____ Supervisor _____

Start Date _____

Job Duty (if applicable, ie. Spotwelder) _____