



615 Webster Street NW • Grand Rapids, Michigan 49504
(616) 451-0272 • Fax (616) 451-0434
buist@buistsheetmetal.com • www.buistsheetmetal.com

TODAY'S DATE: _____

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

Thank you for your interest in employment with Buist Sheet Metal Company. Please fill out application pages 1-5 legibly and completely. If your application cannot be filled out completely, please explain the reason why. Incomplete applications will not be reviewed. Applicants may attach a resume if desired. We do not discriminate on the basis of race, gender, ethnicity, age, union affiliation, national origin, disability, or any other status protected by the law. Buist Sheet Metal Company, Inc. is an equal opportunity employer.

We accept applications at our office, via email, fax, and / or mail.

- Email: buist@buistsheetmetal.com
- Fax: (616) 451-0434
- Walk in and mail: Buist Sheet Metal, 615 Webster St. NW, Grand Rapids, MI 49504

GENERAL INFORMATION

Name: _____
(Last) (First) (Middle)

Current Address: _____

Length of Time at This Address: _____

Soc. Security #: _____ Telephone: (H) _____ (C) _____

Email Address: _____

Preferred Method of Contact? _____ Best Time to Call: _____

Position Desired: _____ Desired Pay: \$ _____

Hours Desired: Full Time ___ Part-Time ___ Seasonal ___

Are you employed now? Yes ___ No ___. If yes, may we contact your employer? _____

List anyone you know who works for us: _____

Did anyone refer you to us? Yes ___ No ___ If yes, who referred you? _____



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Sheet Metal
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SKILLS AND EXPERIENCE

Sheet Metal Experience: Describe the type of sheet metal work you have done in the last 5 years.

Construction Experience: Describe the type of construction work you have done in the last 5 years.

Please list any additional skills, qualifications or experiences which you feel would especially benefit Buist Sheet Metal.

WORK EXPERIENCE

Please list your most recent employment first. Use additional space below if necessary to list all prior employers.

Name and Address of Employer	Dates of Employment		Type of Work Done	Final Pay	Reason(s) for Leaving
	From	To			



EDUCATION

	Name of School	City / State	Area of Concentration	Graduation Date
High School				
College				
Other				

PROFESSIONAL REFERENCES

List only those persons who held managerial positions in the companies you were employed at during the time of your employment.

Name	Company and Title	Telephone	Email Address

Have you ever been convicted of a crime (including a guilty or no contest plea)? Yes ___ No ___ If yes, explain when, where, and the nature of the offense. _____

Are there any felony or other charges currently pending against you? Yes ___ No ___ If yes, please describe. _____

Have you served in U.S. Armed Forces? Yes ___ No ___ From _____ To _____ Branch of Service _____



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Are you 18 years of age or older? Yes ___ No ___

Have you ever been terminated from employment? Yes ___ No ___ If yes, why? _____

Are you authorized to work in the United States? Yes ___ No ___

Do you have a reliable means of transportation? Yes ___ No ___

If hired, when can you start? _____

APPLICANT'S CERTIFICATION AND AGREEMENT

Please read carefully. Buist Sheet Metal Company, Inc. is hereinafter referred to as "Company".

1. **Certification of Truthfulness**

I certify that all statements on this Application for Employment are complete and truthful. I agree that such statements may be investigated and if found to be false will be sufficient reason for not being employed or if employed may result in my dismissal.

2. **Authorization for Employment / Educational Information**

I authorize the references listed in this Application for Employment, and any prior employer, educational institution, or any other persons or organizations to give this Company any and all information concerning my previous employment / educational accomplishments, disciplinary information or any other pertinent information they may have, personal or otherwise, and release all parties from all liability for any damages that may result from furnishing same to you. I hereby waive written notice that employment information is being provided by any person or organization.

3. **Employment at Will**

If I am hired, in consideration of my employment, I agree to abide by the rules and policies of this Company, including any changes made from time to time, and agree that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Company or myself.

4. **Authorization to Work**

If I am selected for hire, I will be offered employment provided I verify that I am authorized to work as required by the Immigration Reform and Control Act of 1986.



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5. Limitation on Claims

I agree that any action or lawsuit against the Company arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within the time limit specified by Statute or one (1) year of the event giving rise to the claim, whichever is less, or be forever barred. I waive any statute of limitations which exceeds one (1) year.

6. Need for Accommodations

If I have a mental or physical disability and require an accommodation to perform the job, I must notify the Company of that need within 182 days after I knew or reasonably should have known that an accommodation was needed. Failure to do so will bar me from alleging that the Company has not accommodated me as required by law.

7. Criminal Records Check

I authorize the Company to obtain my criminal conviction history. I agree to execute the appropriate authorization if necessary to obtain such information.

8. Driving Record Check

I authorize the Company to inquire into, and obtain documents related to, any driving record from every state in which I have held a motor vehicle operator's license or permit.

9. Physical Exam and Drug and Alcohol Testing

I agree to a physical exam and / or a drug test by a third party company should the Company so require it for terms of my employment. I agree that the results of the testing can be forwarded to the Company for review.

10. Consideration for Employment

I understand that my application will be considered pursuant to the Company's normal procedures.

I agree if any of the above commitments is found to be legally unenforceable as written, the particular commitment concerned shall be limited to allow its enforcement as far as legally possible.

I have read, understand, and agree to items 1 – 10 above. I, knowingly and voluntarily, acknowledge that with my signature below.

_____ Date: _____
Applicant's Signature