



# OKLAHOMA STEEL AND WIRE CO., INC.

1042 S. 1ST STREET - PO BOX 220  
MADILL, OKLAHOMA 73446  
580.795.7311 800.654.4164  
FAX 580.795.5841

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

**(PLEASE PRINT)**

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

How did you learn about us? \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_ Number \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ (Voluntary) Social Security Number \_\_\_\_\_  
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Best time to contact you at home is ..... \_\_\_\_\_ AM  
PM

If you are under 18 years of age, can you provide required proof of your eligibility to work?.....yes no

Have you ever filed an application with us before?.....yes no  
If yes, give date \_\_\_\_\_

Have you ever been employed with us before?.....yes no  
If yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here?.....yes no

Are you currently employed?.....yes no

May we contact your present employer?..... yes no

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?.....yes no  
*Proof of citizenship or immigration status will be required upon application*

Date available for work \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work: Full Time: What shift? Days Swing Night  
Part Time: Mornings Afternoon Evenings  
Temporary: Dates Available: /

Are you currently on "lay off" status and subject to recall?.....yes no

Can you travel if a job requires it? .....yes no

*We are an equal opportunity employer.*



# **EMPLOYMENT EXPERIENCE**

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Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

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|                      |    |             |          |       |
|----------------------|----|-------------|----------|-------|
| Name and Address:    |    |             |          |       |
| Telephone Number:    |    |             |          |       |
| Job Title:           |    | Supervisor: |          |       |
| Dates Employed: From | to | Wages       | Starting | Final |
| Reason for Leaving   |    |             |          |       |
| Work Performed       |    |             |          |       |

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|                     |    |             |          |       |
|---------------------|----|-------------|----------|-------|
| Name and Address:   |    |             |          |       |
| Telephone Number:   |    |             |          |       |
| Job Title           |    | Supervisor: |          |       |
| Dates Employed From | to | Wages       | Starting | Final |
| Reason for leaving  |    |             |          |       |
| Work Performed      |    |             |          |       |

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|                     |    |             |          |       |
|---------------------|----|-------------|----------|-------|
| Name and Address:   |    |             |          |       |
| Telephone Number:   |    |             |          |       |
| Job Title:          |    | Supervisor: |          |       |
| Dates employed From | to | Wages       | Starting | Final |
| Reason for leaving  |    |             |          |       |
| Work Performed      |    |             |          |       |

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|                     |    |             |          |       |
|---------------------|----|-------------|----------|-------|
| Name and Address:   |    |             |          |       |
| Telephone Number:   |    |             |          |       |
| Job Title:          |    | Supervisor: |          |       |
| Dates employed From | to | Wages       | Starting | Final |
| Reason for leaving  |    |             |          |       |
| Work Performed      |    |             |          |       |

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List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, or age.)

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## ADDITIONAL INFORMATION

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### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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### **Specialized Skills ( Check Skills\Equipment Operated)**

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|----------------|---------------------|--------------------------------------|--------------|
| ___ Terminal   | ___ Spreadsheet     | Production\Mobile<br>Machinery(list) | Other (list) |
| ___ PC\MAC     | ___ Word Processing | _____                                | _____        |
| ___ Typewriter | ___ Shorthand       | _____                                | _____        |
| WPM ___        | WPM ___             | _____                                | _____        |
|                |                     | _____                                | _____        |
|                |                     | _____                                | _____        |

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State any additional information you feel may be helpful to us in considering your application.

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes            or            No

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### REFERENCES

| NAME | ADDRESS | TELEPHONE |
|------|---------|-----------|
| 1.   | _____   | _____     |
| 2.   | _____   | _____     |
| 3.   | _____   | _____     |

## **APPLICANT'S STATEMENT**

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I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge 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 an authorized executive of this organization.

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 the employer.

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Signature of Applicant

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Date

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**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview    Yes    No

Remarks \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
INTERVIEWER                      DATE

Employed                      Yes    No                      Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Wage \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

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**FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) Applied For Is Open:    Yes    No

Position(s) Considered For: \_\_\_\_\_

Date \_\_\_\_\_

**PRE-EMPLOYMENT VOLUNTARY QUESTIONNAIRE**

**As an equal opportunity employer, we are obligated by Federal and State regulations to monitor our employment practices. To ensure the accuracy of this information, your assistance in this questionnaire will be greatly appreciated.**

Information concerning race, sex, or veteran's status will not be used to discriminate against or give preference to any individual. This data will be kept separate from the personnel file and is used for statistical purposes only. Response is voluntary and answers will remain confidential.

EMPLOYEE'S NAME: \_\_\_\_\_  
(please print)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

Please complete the following information about yourself:

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| <p><b>RACE OR ETHNIC GROUP</b></p> <p>White (Person having origins in any one of the original peoples of Europe, North Africa, or the Middle East.)</p> <p>Black/African American (Person having origins in any of the Black racial groups of Africa.)</p> <p>American Indian or Alaskan Native (Person having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment.</p> <p>Asian (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.)</p> <p>Native Hawaiian or Other Pacific Islander (Person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)</p> <p>Hispanic or Latino (Person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.)</p> <p>Other (Please specify.)</p> |
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| <p>SEX      Male                  Female</p> |
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| <p><b>VETERANS OF THE VIETNAM ERA</b></p> <p>A veteran of the Vietnam Era is a person who: served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged other than dishonorable; or was discharged or released from active duty for a service-connected disability if any part of such duty was performed August 5, 1964 and May 7, 1975.</p> <p>Are you a veteran of the Vietnam Era?      yes                  no</p> |
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| <p><b>OTHER ELIGIBLE VETERANS</b></p> <p>An Other Eligible Veteran is defined as a veteran who served in a "war." This group also includes those veterans who served in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded, which includes a number of military engagements.</p> <p>Are you an Other Eligible Veteran?      yes                  no</p> |
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