

U.S. MILITARY SERVICE

BRANCH / DUTY LOCATION	MILITARY SPECIALIST	HIGHEST RANK	SPECIAL HONORS / SPECIAL TRAINING SERVICE SCHOOLS ATTENDED

EMPLOYEE HISTORY

(BEGIN WITH MOST RECENT POSITION AND PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT)

1	EMPLOYER:	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATES EMPLOYED		POSITION:
	ADDRESS (STREET NO.):		FROM	TO	
	CITY/STATE/ZIP	ANNUAL SALARY OR HOURLY RATE			
	TELEPHONE: ()	STARTING	ENDING		
	SUPERVISOR:				
	REASON FOR LEAVING:				

2	EMPLOYER:	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATES EMPLOYED		POSITION:
	ADDRESS (STREET NO.):		FROM	TO	
	CITY/STATE/ZIP	ANNUAL SALARY OR HOURLY RATE			
	TELEPHONE: ()	STARTING	ENDING		
	SUPERVISOR:				
	REASON FOR LEAVING:				

3	EMPLOYER:	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATES EMPLOYED		POSITION:
	ADDRESS (STREET NO.):		FROM	TO	
	CITY/STATE/ZIP	ANNUAL SALARY OR HOURLY RATE			
	TELEPHONE: ()	STARTING	ENDING		
	SUPERVISOR:				
	REASON FOR LEAVING:				

4	EMPLOYER:	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATES EMPLOYED		POSITION:
	ADDRESS (STREET NO.):		FROM	TO	
	CITY/STATE/ZIP	ANNUAL SALARY OR HOURLY RATE			
	TELEPHONE: ()	STARTING	ENDING		
	SUPERVISOR:				
	REASON FOR LEAVING:				

If you need additional space, please continue on a separate sheet of paper.

State whether you have been terminated or suspended from any previous employment and describe the circumstances:

ADDITIONAL DATA

WOULD YOU CONSIDER RELOCATION? <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, ANY LIMITATIONS?		WOULD YOU TRAVEL IF NECESSARY? <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, ANY RESTRICTIONS?		
WHAT PROFESSIONAL JOB RELATED LICENSES OR CERTIFICATIONS DO YOU HOLD? (OMIT THOSE WHICH INDICATE RACE, RELIGION, NATIONAL ORIGIN, COLOR, SEX, AGE, OR DISABILITY):				
WHAT OFFICE EQUIPMENT, COMPUTER HARDWARE, SOFTWARE, OPERATING SYSTEMS, AND/OR DATA ENTRY DO YOU HAVE EXPERIENCE?				
TO BE COMPLETED BY APPLICANT FOR CLERICAL POSITIONS	TYPING ABILITY?	DICATION ABILITY?	KEY PUNCH ABILITY?	TEN KEY ABILITY?
	<input type="checkbox"/> NO <input type="checkbox"/> YES _____ WPM	<input type="checkbox"/> NO <input type="checkbox"/> YES _____ WPM	<input type="checkbox"/> NO <input type="checkbox"/> YES _____ KEY STROKES HOUR	<input type="checkbox"/> BY TOUCH <input type="checkbox"/> BY SIGHT

REFERENCES

GIVE THE NAMES OF TWO PERSONS TO WHOM YOU ARE NOT RELATED AND BY WHOM YOU HAVE NOT BEEN EMPLOYED				
NAME	ADDRESS	TELEPHONE	OCCUPATION	YEARS KNOWN
1.				
2.				

CONDITIONS OF EMPLOYMENT

Please read the following statements carefully as they constitute conditions of employment with BRM.

- The information that I have provided on this application is accurate and true to the best of my knowledge.
- I understand that any misrepresentation or omission of a fact on my application, resume, or during the interview or hiring process may result in the refusal of employment, or if employed immediate termination from BRM employment.
- The persons, schools, current and prior employers (if approved by me in the Employment History section), and other organizations or employers named in this application or on the reference list provided by me, are authorized by me to verify the information I have provided, to provide any information they have regarding me, whether or not it is in their records, and to provide BRM with information requested by BRM to arrive at an employment decision. I am willing that a photocopy of this authorization be accepted with the same authority as the original. I agree that neither BRM nor the above providers of information will be violating my right to privacy in any manner. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability arising from the disclosure of any of the above information whether in writing or orally, and further waive and release BRM from any liability arising from the reliance on the aforementioned information or the use, publication, or retention of such information within the context of its applicant review procedures.
- I agree to protect confidential information, trade secrets, and proprietary information of BRM and of BRM's vendors, licensors, marketing partners or clients entrusted to BRM, and I will not disclose to BRM any confidential information of others.
- Although BRM makes every effort to accommodate individual preferences, business needs may the following conditions necessary: Overtime, shift work, a rotating work schedule, or a work schedule that includes Saturday and / or Sunday. I understand and accept these as conditions of employment.
- I will be able, if hired, to certify that I am immediately authorized to work in the United States of America for BRM and understand that in accordance with Immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility.
- I understand that BRM wishes to among other things, provide and maintain a safe and efficient working environment, BRM will not employ persons who use illegal drugs and/or abuse alcohol or legal drugs, and that BRM retains and exercises the right to screen from employment such individuals. In fact, I agree and consent that I be required to take a pre-employment drug test. Further, I agree to abide by BRM's Substance Abuse Policy, a copy which will be provided if I am employed by BRM and request a copy.
- I agree that I will, if employed, immediately read BRM's handbook and that I will conduct myself in accordance with that and all other BRM policies, rules and regulations throughout my employment with BRM. I agree that violation of any company policy, rule or regulation may result in my immediate termination.
- I understand and agree that if I am employed, I shall be employed on an at-will basis. As an at-will employee, I understand and agree that either BRM or I can terminate our employment relationship at any time for any reason, with or without advance notice and with or without cause. I understand and agree that, although over the course of my employment, other terms and conditions of my employment may change, the at-will term of my employment will not change. I understand that no one other than the Chief Executive Officer of BRM may enter into any agreement with my contrary to the foregoing and that such contrary agreement must be in writing and signed by the Chief Executive Officer.
- If any provision of this agreement is invalid or unenforceable, the balance of this agreement shall remain in effect.

Signature of Applicant: _____ Date: _____
Applications are retained for one year and are considered to be active for that entire period. After one year from the date that the application was signed and dated it will be destroyed.

VOLUNTARY APPLICANT INFORMATION FORM

Blue Ridge Metals is an Equal Opportunity Employer. We need this information to comply with reporting requirements of the Equal Employment Opportunity Commission.

This form will be separated from your employment application and will not be used in any way in our selection process or for any personnel action following employment.

Name: _____ **Date:** _____
Last First Middle

SEX: Male Female **YOUR AGE CATEGORY:** 18-25 26-39
 40-64 65 or older

ETHNIC CATEGORY:

White (not Hispanic) Origins in Europe, North Africa, the Middle East or the Indian Subcontinent
 Black (not Hispanic) Origins in any Black or African-American racial groups
 Hispanic Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Cultures or groups
 Asian or Pacific Islanders Origins in the Far East, Southeast Asia or the Pacific Islands
 American Indian or Alaskan Native Origins in the original peoples of North America

We need the following information to help us evaluate the effectiveness of our recruitment program.

HOW DID YOU LEARN OF THIS OPENING (please check all which apply):

Newspaper (which one?) _____

Professional Magazine or Newsletter (which one?) _____

Employment Security Commission (which city?) _____

Radio (which station?) _____

TV (which station?) _____

Internet (which site?) _____

Career/Job Fair (specify) _____

Other _____