Steel Depot Artesia
300 E. Richey
Artesia, NM 88210
Office: (575) 746-2412
Fax: (575) 746-9299

Steel Depot Carlsbad
304 E. Wood
Carlsbad, NM 88220
Office: (575) 887-9000
Fax: (575) 887-9998

Steel Depot
We'll help you build it better!

EMPLOYMENT APPLICATION

Steel Depot Lubbock
4125 E. Slaton Hwy
Lubbock, TX 79404
Office: (806) 744-7092
Fax: (806) 744-0112

Steel Depot Roswell
1900 E. Poe
Roswell, NM 88203
Office: (575) 623-5555
Fax: (575) 623-5554

Steel Depot Inc., is an Equal Opportunity Employer/Affirmative Action Employer committed to excellence through diversity. We do not discriminate on the basis of race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Standards applied to each application

- ✓ Please type or print
- ✓ Complete the entire application
- ✓ You may attach your resume, and you still must completely answer all questions
- • Incomplete applications may not be considered
- ✓ Please accurately fill in each box (Do not use "See Resume" or other shortcuts)
- ✓ Applications with missing or invalid job numbers will not be considered for any position

Application:

Position applying for:	Name (Last, First, Middle)		Other names under which you have attended school or been employed:
Street Address		City, State & Zip:	
Social Security Number:	Home Phone:	Salary Requirements:	Date available for employment:
Are you eligible to work in the United States?	☐Yes ☐No	Are you a member of the U.S. Military or National Guard? ☐Yes ☐No	
Are you 18 years of age or older?	☐Yes ☐No		
Are you currently employed?	☐Yes ☐No	If Yes, what is your current job title and department?	
Have you ever been employed by any of the Steel Depot locations?	☐Yes ☐No	If Yes, dates of employment and reason for leaving:	
Are you related to any current company employee?	☐Yes ☐No	If Yes, their name and relationship to you:	
If required for position, do you have a valid driver's license?	☐Yes ☐No	If Yes, State of issuance, license #, and expiration date:	
Have you ever been convicted of a felony or misdemeanor? ☐Yes ☐No *Convictions will not automatically disqualify job candidates. The seriousness of the crime and date of the conviction will be considered.*			

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree received	Major
High School:		☐Yes ☐No			
GED:		☐Yes ☐No			
Other School:		☐Yes ☐No			
College:		☐Yes ☐No			
College:		☐Yes ☐No			
College:		☐Yes ☐No			
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.					

SKILLS: please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE - Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falisfication of information. Please explain any gaps in employment. Include full-time military or voluntary commitments. **PLEASE DO NOT** complete this information with the notation “See Resume.”

PLEASE NOTE: Steel Depot reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: __ / __ / __ To: __ / __ / __	☐Full-time ☐Part-time If part-time, # hours per week: _____	Title:
Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone#:	Contact my current references: ☐At any time ☐Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From: __ / __ / __ To: __ / __ / __	☐Full-time ☐Part-time If part-time, # hours per week: _____	Title:

Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone#:	Contact my current references: ☐At any time ☐Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed (most recent position) From: __ / __ / __ To: __ / __ / __	☐Full-time ☐Part-time If part-time, # hours per week: _____	Title:
Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone#:	Contact my current references: ☐At any time ☐Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certified that information contained on this application and its supporting documents to be accurate and complete. I understand and agree that failure to fully complete the form, or misrepresent or omission of facts, represents grounds for a elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Steel Depot Inc., to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for you legal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Steel Depot served at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that the first 90 (NINETY) DAYS of regular employment represents a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicants signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____

Remarks:

_____

_____

_____

_____

____

Neatness: _____ Ability:

_____

Hired Yes No Position: _____ Dept: _____

Salary/Wage: _____ Date Reporting for Work: _____ Supervisor: _____

Approval: _____