



EMPLOYMENT APPLICATION INSTRUCTIONS

SHARP IRON GROUP

Thank you for expressing an interest in working with Sharp Iron Group. We will review your application and carefully consider your contribution potential as a member of our team.

Please type or print in ink all information. You may include attachments, such as a resume, letters of recommendation or past evaluations.

Incomplete employment applications will not be considered. Complete the form in full and sign. Use the abbreviation "N/A" if a particular provision or section in the form is not applicable to you.

If you are among the most qualified applicant for a position, an interview will be arranged. Please notify the Human Resource Department if your address or telephone number changes.

Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, work experience and other factors which are relevant in determining job performance. **Credentials and experience will be verified through schools, current and former employers and licensing/certification agencies, if applicable.** Sharp Iron Group is an Equal Opportunity Employer, and decisions to hire and promote are made without regard to race, color, religion, national origin, sex, disability (with or without accommodation), age, or veteran status.

Please keep this sheet for your reference.



EMPLOYMENT APPLICATION SHARP IRON GROUP

1206 Hatton Road
Wichita Falls, Texas 76302
(940) 766-4545 Fax (940) 687-3084

4140 Reilly Rd
Wichita Falls, TX 76305
(940) 766-4545 Fax (940) 687-3084

Sharp Iron Group is an equal opportunity employer. Applicants will be considered without regard to race, color, religion, sex, national origin, age, handicap or veteran status.

PERSONAL INFORMATION

_____	_____	_____
Last name	First name	Middle Name
_____	_____	_____
Street Address	Apt. #	City, State & zip code
(_____) _____	(_____) _____	(_____) _____
Home phone number	Alternate contact number	Alternate contact number

Are you 18 years or older? Yes [] No [] Do you smoke? Yes [] No []
 After employment can you provide proof of citizenship, visa or alien resignation number? Yes [] No []
 Are you legally entitled to work in the USA? Yes [] No []

Have you ever been convicted of a felony, or have you ever been convicted of public indecency or a violation of the Texas Controlled Substance Act, or have you ever plead guilty or no contest to a criminal act, or have you ever been placed on probation or had your license suspended or revoked, or have you ever been notified of exclusion or sanctioning by a Federal Program? Yes [] No []
 A positive response to this question will not necessarily bar you from being considered for employment. If you answered yes to any of the above, give details including dates:

EMPLOYMENT DESIRED:

Position: (1) _____ (2) _____ Salary Desired: _____
 Full Time [] Part Time []
 For positions that require shift work, which shift/hours do you prefer?
 Morning [] Afternoon [] Evenings [] Weekends [] Weekdays []

GENERAL INFORMATION:

Have you ever been employed By Sharp Iron Group? Yes [] No [] Dates of employment _____
 Position held _____ last name under which you worked _____
 Reason for leaving: _____ Are you related to any
 current employee of Sharp Iron Group? If yes, give name and relationship _____
 What prompted you to apply for a position with SIG (Friend, ad, agency, etc.)? _____

EMPLOYMENT HISTORY: List below your last three employers, beginning with the most recent.

(1) CURRENT OR LAST EMPLOYER			ADDRESS, CITY, ST & ZIP		
PHONE # ()		TYPE OF BUSINESS		SUPERVISOR	
May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No					
START DATE	START SALARY	POSITION TITLE	LAST NAME UNDER WHICH YOU WORKED		REASON FOR LEAVING
END DATE	END SALARY				
LIST IN DETAIL YOUR DUTIES AND RESPONSIBILITIES OF THIS POSITION:					

(2) NEXT PREVIOUS EMPLOYER			ADDRESS, CITY, ST & ZIP		
PHONE # ()		TYPE OF BUSINESS		SUPERVISOR	
START DATE	START SALARY	POSITION TITLE	LAST NAME UNDER WHICH YOU WORKED		REASON FOR LEAVING
END DATE	END SALARY				
LIST IN DETAIL YOUR DUTIES AND RESPONSIBILITIES OF THIS POSITION:					

(3) NEXT PREVIOUS EMPLOYER			ADDRESS, CITY, ST & ZIP		
PHONE # ()		TYPE OF BUSINESS		SUPERVISOR	
START DATE	START SALARY	POSITION TITLE	LAST NAME UNDER WHICH YOU WORKED		REASON FOR LEAVING
END DATE	END SALARY				
LIST IN DETAIL YOUR DUTIES AND RESPONSIBILITIES OF THIS POSITION:					

EDUCATION:

Type of School	Name of School	Address, City, ST, Zip	No. of yrs Attended	Did you graduate?	Degree Received
High School					
College/University					
College/University					
Business/Trade School					

PERSONAL REFERENCES:

Give the names of three persons not related to you, whom you have known at **least three years:**

Name	Years Known	Occupation/Title	Address, City, ST, Zip	Day time Phone #
				()
				()
				()



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I verify that all of the information provided by me on this application is true, correct and complete. I understand that false or misleading statements or the omission of any information necessary to make this application complete may result in rejection of my application, or dismissal if hired by Sharp Iron Group.

I understand that any employment relationship with Sharp Iron Group 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. I understand this 'at will' employment relationship may not be changed verbally or by any written document unless such change is specifically acknowledged in writing by an authorized officer of Sharp Iron Group. I also understand that nothing contained in this application or in the granting of an interview will create a contract between Sharp Iron Group and myself for either employment or for the providing of benefits.

I further understand that should I be offered employment, my employment is subject to successful completion of an employment physical, drug screening and appropriate background checks. If I am hired, I agree to abide by all policies and procedures of Sharp Iron Group.

I hereby authorize Sharp Iron Group to investigate all facts contained in my application for employment with said company, and authorize the release of any and all information by my present and past employers, wherever located, which may be required for a reference check. I further authorize all of my previous employers and current employer to give any and all information concerning my employment and any other pertinent information which said employers may have, personal or otherwise, and I release all parties from all liabilities for any damages which may result from the furnishing of said information. A copy of this release shall be as valid as the original.

Applicant Signature

Date

Printed Name of Applicant



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AUTHORIZATION FOR BACKGROUND INFORMATION

GENERAL RELEASE:

I authorize Sharp Iron Group to investigate, now and during my employment, my past employment, education and activities and to request and receive any information concerning me including but not limited to criminal history, consumer reports, credit reports, and public records, from any persons, entities, school, companies, corporation, partnerships, associations, credit bureaus, consumer reporting agencies, state agencies, departments of labor, law enforcement agencies, licensing agencies, and from my previous employers. A "consumer report" refers to any information bearing on an individual's creditworthiness, credit standing, credit capacity, character, general reputation or personal characteristics. For example, it includes a criminal records check.

I further release, discharge, and hold harmless Sharp Iron Group and all of its agents, any persons, law enforcement agencies, schools, or personal/business entities and their respective officers, directors, employees, representatives and agents of any kind from any and all claims, liability, damages and responsibility of whatever kind or nature, arising out of or in connection with any act or omission in any such investigation or compliance with this authorization and request to release information, or any attempt to comply with it. This paragraph applies to any negligence, sole negligence, comparative negligence, concurrent negligence, error, or omission.

I have voluntarily signed this release to assist in the evaluation of my employment qualifications and if employed, to assist in the determination of whether I have violated any company policy or acted adversely to the interests of Sharp Iron Group. I understand and agree that this means that a background investigation can be conducted by Sharp Iron Group prior to being offered a position, after being offered a position and during my employment.

I agree that if any investigation at any time reveals that I provided false information to or omitted information from Sharp Iron Group (including, but not limited to my application, resume or interview) then the application process may be halted, any offer may be withdrawn or if employed, disciplinary action may occur including termination of my employment with Sharp Iron Group without liability.

If you are denied employment because of a consumer report, you will be advised of that fact and the source of the consumer report. A consumer investigative report may be requested. You have the right to obtain a written description of the nature and scope of the consumer investigative report.

I understand that like all other Sharp Iron Group forms, this form does not alter the employment at will relationship. If employed, I may terminate my employment at any time without cause and Sharp Iron Group retains the same right.

Applicant/Employee Signature

Date

Printed Name