

ATTENTION:

Thank you for your interest in Tampa Brass & Aluminum Corporation. We require that this application be filled out by the applicant without help from another person. If assistance is required please inform receptionist and provide an explanation. Failure to adhere to this requirement will immediately disqualify an applicant from employment.

TAMPA BRASS & ALUMINUM CORP.
APPLICATION FOR EMPLOYMENT
(valid for 180 days)

Date of Application: _____

Position(s) Applied For: _____

Please answer all the questions. Resumes are not accepted in lieu of completion of this application.

Note: This application was designed for use with several types of positions. Some questions may not be completely applicable to the position you are seeking; however, we ask that you answer all the questions. Also, we are a **Drug Free Workplace** and you will be REQUIRED to pass a drug test prior to beginning work. In addition, if hired, you will be subject to random testing as provided for by Florida Law.

PLEASE PRINT

Last Name	First	Middle	Social Security Number

Present Address: Street	City/State	Zip Code	Telephone

Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying your identity and your legal right to work in the U.S.? _____ Yes _____ No

If you are hired for employment, you will be required to provide us with you driver’s license or valid state identification card and your social security card so that we may obtain a photocopy of them.

Valid Driver’s License or Valid State Identification Card (optional, based on position applying for):

State	Number	Expiration Date

Have you been convicted of any moving violations in the past five years? _____ Yes _____ No
If yes, please explain _____

Have you been convicted of any crime? _____ Yes _____ No
Are there any legal obligations or pending litigation’s, such as visiting probation officer, etc., that may cause missed time off work. _____ Yes _____ No
If yes, give dates and explain (Attach separate sheet if necessary.)

A conviction will not necessarily disqualify you from employment.

In order to permit a check of your work and educational records, should we be made aware of any changes of name or assumed name that you previously used? _____ Yes _____ No

If yes, identify name and relevant dates

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

Have you ever been dismissed or forced to resign from any employment? _____ Yes _____ No
If yes, please explain.

In the last five (5) years, did you quit a job without proper notice? _____ Yes _____ No
If yes, please explain.

Have you ever been involved in a company theft? _____ Yes _____ No

Have you been tardy more than two (2) times a month? _____ Yes _____ No

Have you been absent more than two (2) times a month? _____ Yes _____ No

If hired, on what date will you be able to start work? _____

Are you now employed? _____ Yes _____ No

Are you on layoff and subject to recall? _____ Yes _____ No

May we contact your present employer? _____ Yes _____ No

May we contact your previous employers? _____ Yes _____ No

Please identify any exceptions and reasons for not contacting prior or present employers:

Can you with or without reasonable accommodation perform the essential functions of this job? *(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)*

Will you work overtime if asked? _____ Yes _____ No

Will you work Saturdays? _____ Yes _____ No

Do you have any friends or relatives who work here? _____ Yes _____ No

If yes, please list:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Have you ever applied to Tampa Brass & Aluminum before? _____ Yes _____ No

If yes, give date: _____

Have you ever been employed by Tampa Brass & Aluminum before? _____ Yes _____ No

If yes, give date: _____

What salary or rate of pay do you expect to receive if employed? _____ per _____

Are you willing to work 1st shift? _____ Yes _____ No

Are you willing to work 2nd shift? _____ Yes _____ No

Are you willing to work 3rd shift? _____ Yes _____ No

NOTE: Starting and quitting time could vary by two (2) hours, depending on your particular job requirement.

Which shift would you prefer? _____ 1st _____ 2nd _____ 3rd

How did you learn about this job?

EDUCATIONAL DATA				
SCHOOL	PRINT NAME, CITY, STATE & ZIP	NO. OF YEAR COMPLETED	YEAR & DEGREE	MAJOR COURSE OF STUDY
HIGH SCHOOL				
COLLEGE				
GRADUATE SCHOOL				
TRADE, BUSINESS, NIGHT OR CORRESPONDENCE				
OTHER				

Please list any academic honors, scholarships, offices held, etc. *(Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status).*

Describe any specialized training, apprenticeships, licenses or skills.

Have you received any job-related training in the United States Military? _____ Yes _____ No

Briefly explain why you desire to work for **TAMPA BRASS & ALUMINUM CORP.** and why you would make a good employee and valuable addition to our Team:

EMPLOYEE EXPERIENCE

List each job held. Start with your present or last job. Include military experience. If known by any other name, please indicate.

EMPLOYER	DATES	
CITY, STATE, PHONE NO.	FROM	TO
JOB TITLE		
SUPERVISOR	SALARY/ HOURLY RATE	
REASON FOR LEAVING	START	FINAL
WORK PERFORMED?		

EMPLOYER	DATES	
CITY, STATE, PHONE NO.	FROM	TO
JOB TITLE		
SUPERVISOR	SALARY/ HOURLY RATE	
REASON FOR LEAVING	START	FINAL
WORK PERFORMED?		

EMPLOYER	DATES	
CITY, STATE, PHONE NO.	FROM	TO
JOB TITLE		
SUPERVISOR	SALARY/ HOURLY RATE	
REASON FOR LEAVING	START	FINAL
WORK PERFORMED?		

As far as you know, would your last three (3) employers rehire you? _____ Yes _____ No
 If no, please explain.

ATTITUDE TEST

Circle the answer that best describes how you would react to the situation.

Situation:

You see a fellow employee stealing from the company ...

- A. You report him to your supervisor.
- B. You mind your own business.
- C. You tell him to put it back.
- D. You tell other employees about him.

You see a fellow employee stealing from another employee ...

- A. You report him to your supervisor.
- B. You mind your own business.
- C. You tell him to put it back.
- D. You tell the all the other employees about it.

You find out that two people in your group got a raise in pay but you didn't ...

- A. You discuss your problem with the guys who received the raise.
- B. You accept the fact that you didn't receive the raise.
- C. You ask your supervisor why you didn't receive a raise.
- D. You slow down your work because the company isn't paying you what you are worth.

You are a skilled worker in a high pay classification. Half an hour before quitting time, you complete the job you are running and your supervisor is busy and cannot give you another job at this time ...

- A. You decide he didn't plan ahead to have a job for you, so you just wait for him.
- B. You clean up your machine.
- C. You clean up your machine, and if you have time, sweep around it.
- D. You try and look busy.

You oversleep and find you are going to be late for work ...

- A. You hurry and try not to be any later than necessary.
- B. You call in and say you had car trouble.
- C. You call in and tell your supervisor what time you expect to be in.
- D. You take the day off.

How many times do you think it is normal for you to be absent from work in one year.

- | | |
|------|-------|
| A. 0 | D. 6 |
| B. 2 | E. 10 |
| C. 4 | F. 15 |

How many times do you think it is normal for you to be late to work in one year ...

- | | |
|------|-------|
| A. 0 | D. 6 |
| B. 2 | E. 10 |
| C. 4 | F. 15 |

Values => Principles, Goals and Standards

1. What 3 values do you most try to live by?

List of Values

Honest	Faith	Responsible
Dependable	Persistent	Optimistic
Energetic	Humble	Open Minded
Loyal	Patient	Sincere
Generous	Organized	Caring
Disciplined	Confident	Grateful

a) Add a value that you feel is important that does not appear on the list _____

2. For the following questions rate yourself accordingly:

9 – 10 Very Good **6 – 8** Better than Average **3 – 5** A Little **0 – 2** Not at All

a. How optimistic are you about your future and life in general? _____

b. How trustworthy are you? _____

c. How responsible are you? _____

3. What is your greatest asset? _____

4. What do you like most about working a full-time job? _____

5. Do you consider yourself a “Team Player”? _____

TO BE COMPLETED BY THE PERSON(S) CONDUCTING INTERVIEW:

Comments: _____

Interviewed by: _____ Date: _____

Print Name

Start Date: _____ at \$ _____ per hour.

Next Review Date: _____

Position: _____ Dept #: _____

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

* PLEASE READ CAREFULLY BEFORE SIGNING*

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Tampa Brass & Aluminum Corp. (hereinafter referred to as TBA) that such employment with TBA is at will, for no specified duration and may be terminated by either TBA or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions and statements of TBA or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of TBA except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of TBA.

In consideration for employment with TBA, if employed, I agree to conform to the rules, regulations, policies and procedures of TBA at all times and understand that such obedience is a condition of employment. I understand that due to the nature of TBA business, attendance and punctuality are considered essential requirements of every job at TBA and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with TBA, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to TBA and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date