



## APPLICATION FOR EMPLOYMENT (Version 06-11-2021)

### Our Mission Statement

MICA Steelworks, Inc's mission is to develop and provide fabricated steel products and services of superior quality and value that will exceed our customer's expectations. The rewards will be increased sales, profit and value creation, allowing our people and the communities in which we live and work to prosper. We will be competitive and intend to provide a sustainable rate of return to our shareholders.

**We say what we do, and we do what we say!**

### Our Core Values

- Honesty – ethical and moral behavior
- Respect and trust for all employees
- Striving for excellence in what we do
- Open communication
- Promoting creative and innovative thinking
- Teamwork
- Practice environmentally responsible behavior
- Safety

### Eligibility For Employment

In order to be eligible for employment, an applicant must be:

1. Eligible to work in the United States
2. Must be a minimum of 18 years of age
3. Must be able to successfully pass pre-placement testing and screens, including but not limited to, **criminal background processing, drug/alcohol testing, and physical (including audiogram)** (for applicable positions).

### How to Submit a Completed Application

Your completed application should be **printed (pages 2 thru 7)** and submitted in one of the following ways:

1. **By MAIL** – mail completed application of employment to the following address:  
**MICA Steelworks, Inc.**  
**Attn: Human Resources Department**  
**4201 Old Denton Road**  
**Haltom City, Texas 76117**
2. **By EMAIL** – email completed application of employment to the following:  
[jobs@micasteelworks.com](mailto:jobs@micasteelworks.com)
3. **By WALK-IN** – Ask the receptionist for an application. The completed application should be emailed to [jobs@micasteelworks.com](mailto:jobs@micasteelworks.com) OR handed to the receptionist for scanning to [jobs@micasteelworks.com](mailto:jobs@micasteelworks.com)

**Note: A new online application system is coming soon!**

### Application Status Information

Applications are reviewed daily. If the hiring manager believes your qualifications are a match for the position, you will be contacted for an interview. Otherwise, your application will remain active for 30 days from the date of the application. **No other status updates will be provided. Incomplete applications will NOT be processed.** Please complete your application thoroughly, including job history.



APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE AND RETURN ALL PAGES OF THIS APPLICATION (6 PAGES)

Must select a

DATE COMPLETED: \_\_\_\_\_ POSITION APPLYING FOR: \_\_\_\_\_

LOCATION PREFERENCE: (MARK ALL THAT APPLY) JOB REQUISITION (HR Only): \_\_\_\_\_

- Corporate Office / Haltom City, TX / Euless, TX / Kaufman, TX

\*\*NOTE: A separate application should be completed for each position you are applying for\*\*

PERSONAL

Name Last First Middle Maiden

Physical Address Number Street City State Zip

Mailing Address

EMAIL ADDRESS REQUIRED:

Primary Telephone ( ) Home Cell Other

Alternate Telephone ( ) Home Cell Other

Have you ever worked for this company before? YES NO If so, when?

Are you legally eligible for employment in the United States? YES NO

Have you been convicted of a felony in the last 7 years? YES NO

Explain Felony:

JOB INTEREST / SKILLS

Employment desired: FULL-TIME ONLY PART-TIME ONLY NO PREFERENCE

Days/hours available to work:

No Pref. / Mon / Tues / Wed / Thurs / Fri / Sat / Sun

What date are you available to start?

How many hours can you work weekly? Can you work nights? YES NO

Position applying for: Salary Desired:

Summary of Skills:



## APPLICATION FOR EMPLOYMENT

EDUCATION						
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing Address)	NUMBER OF YRS COMPLETED / GRADUATED			MAJOR & DEGREE
			YRS	YES	NO	
High School						
College						
Bus. or Trade School						
Professional School						

LICENSES (ONLY COMPLETE FOR DRIVING POSITIONS)					
LICENSE	NUMBER	STATE OF ISSUE AND EXPIRATION DATE	LICENSE CLASSIFICATION		
			Operator	Commercial (CDL)	Chauffeur
Driver's License					
Other: _____					
Other: _____					
Other: _____					

**Requires if applying for DRIVING POSITIONS (ONLY):**

- 1) Have you had any accidents during the past three (3) years?     YES     NO    How many? \_\_\_\_\_
- 2) Have you had any moving violations during the past three (3) years?     YES     NO    How many? \_\_\_\_\_



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MILITARY		
<p>HAVE YOU EVER BEEN IN THE ARMED FORCES?      <input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?      <input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>Specialty _____ Date Entered _____ Discharge Date _____</p>		

<b>WORK EXPERIENCE:</b> Please list your work experience for the <b>past five (5) years</b> beginning with your most recent job held. If you were self-employed, give firm name. <b>Attach additional sheets if necessary.</b>			
<b>Name of employer:</b>  <b>Address:</b>  <b>Phone number:</b>	<b>Name of last supervisor</b>	<b>Employment dates</b>  From To	<b>Pay or salary</b>  Start Final
<b>Your last job title</b>			
<b>Reason for leaving (be specific)</b>			
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b>			

<b>Name of employer:</b>  <b>Address:</b>  <b>Phone number:</b>	<b>Name of last supervisor</b>	<b>Employment dates</b>  From To	<b>Pay or salary</b>  Start Final
<b>Your Last Job Title</b>			
<b>Reason for leaving (be specific)</b>			
<b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b>			



## APPLICATION FOR EMPLOYMENT

WORK EXPERIENCE: (CONTINUED)			
<b>Name of employer:</b>  <b>Address:</b>  <b>Phone number:</b>	<b>Name of last supervisor</b>	<b>Employment dates</b>	<b>Pay or salary</b>
		<b>From</b> <b>To</b>	<b>Start</b> <b>Final</b>
<b>Your last job title</b>			
<b>Reason for leaving (be specific)</b>			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
<b>Name of employer:</b>  <b>Address:</b>  <b>Phone number:</b>	<b>Name of last supervisor</b>	<b>Employment dates</b>	<b>Pay or salary</b>
		<b>From</b> <b>To</b>	<b>Start</b> <b>Final</b>
<b>Your Last Job Title</b>			
<b>Reason for leaving (be specific)</b>			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
REFERENCES			
Please list two references other than relatives or previous employers. <b>Name</b> _____ <b>Position</b> _____ <b>Company</b> _____ <b>Address</b> _____ _____ <b>Telephone ( )</b> _____	Please list two references other than relatives or previous employers. <b>Name</b> _____ <b>Position</b> _____ <b>Company</b> _____ <b>Address</b> _____ _____ <b>Telephone ( )</b> _____		



APPLICATION FOR EMPLOYMENT

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

[Empty box for additional information]

(RESPONSES REQUIRED)

Failure to complete the questions below will constitute an "incomplete application" that will not be processed

Employment of Relatives:

1) Are you related to any current employee by blood and/or marriage? [ ] YES [ ] NO

If so, please complete the following:

Name of employee: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

Position Title: \_\_\_\_\_

Employee Work Location: [ ] Corporate Office

[ ] Kaufman [ ] Eules [ ] Haltom City

Other Questions:

2) May we contact your present employer? [ ] YES [ ] NO

3) Did you complete this application yourself [ ] YES [ ] NO

If not, who did? \_\_\_\_\_

4) Where did you hear about this opportunity? \_\_\_\_\_

EMPLOYEE REFERRAL SECTION

Employee Name: \_\_\_\_\_

Employee Work Location:

[ ] Corporate Office [ ] Kaufman [ ] Eules [ ] Haltom City



APPLICATION FOR EMPLOYMENT

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by MICA Steelworks, Inc. (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of MICA Steelworks, Inc., or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and MICA Steelworks, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living and a criminal background check. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that if hired, my employment with the Company shall be probationary for a period of ninety (90) days. Furthermore, I understand that any time during the probationary period or thereafter, my employment relationship with the Company is terminable At Will (no position rights) for any reason by either party.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

APPLICANT ACKNOWLEDGEMENT:

PRINT NAME: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

The MICA Steelworks, Inc. is an Equal Opportunity Employer.