

# Employment Application



BMC Metalworks, LLC  
 1116 New Highway 7  
 Columbia TN 38401-6662  
 Phone 931.388.2978  
 Fax 931.388.2985

**PERSONAL INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_  
 Social Security Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Permanent Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 Previous Address (If at current address less than 5years): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

If you are not a citizen of the United States, are you eligible to work in the U.S. and would you be able to provide the necessary documents of proof of the legal right to work upon hire? Yes: \_\_\_\_ No: \_\_\_\_

Are you under 18? Yes: \_\_\_\_ No: \_\_\_\_ If you are under 18 and still in high school, you may be required to provide a work permit upon hire.

**Instructions for answering the following question regarding your criminal record history:**

*All applicants: Do not respond "yes" concerning the following: arrests or detentions that did not result in conviction; referrals to, and participation in, any pretrial or post-trial diversion program; marijuana-related convictions more than two years old; convictions for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; convictions that occurred more than ten (10) years ago; misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed; and first convictions for misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, or disturbances of the peace or misdemeanor convictions where five (5) or more years have elapsed between the application date and the date of conviction or completion of incarceration, whichever is later.*

Have you ever been convicted of a crime? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If YES, what was (were) the offense(s)? \_\_\_\_\_

*A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. Factors such as age at the time of the offense, type of offense and relevance to the job for which you are applying, seriousness and nature of the offense, and rehabilitation will be taken into account.*

Date(s) and place(s) of conviction: \_\_\_\_\_

**EDUCATION**

Indicate last level completed: High School, Technical School, College or University Graduate School

Please circle highest grade completed.    7   8   9   10   11   12

NAME	CITY/STATE	GRADUATED	DEGREE TYPE
HIGH SCHOOL		<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE		<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**EMPLOYMENT HISTORY**

Please list your most recent employer first:

**Company:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**City, State:** \_\_\_\_\_  
**Last Pay Rate:** \$ \_\_\_\_\_ per hour. **May we contact the employer?** Yes: \_\_\_\_\_ No: \_\_\_\_\_  
**Supervisor's Name and Title:** \_\_\_\_\_  
**Reason for Leaving Job:** \_\_\_\_\_  
**Duties/Responsibilities:** \_\_\_\_\_  
**Employed From Date:** \_\_\_\_\_ **To Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**City, State:** \_\_\_\_\_  
**Last Pay Rate:** \$ \_\_\_\_\_ per hour. **May we contact the employer?** Yes: \_\_\_\_\_ No: \_\_\_\_\_  
**Supervisor's Name and Title:** \_\_\_\_\_  
**Reason for Leaving Job:** \_\_\_\_\_  
**Duties/Responsibilities:** \_\_\_\_\_  
**Employed From Date:** \_\_\_\_\_ **To Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**City, State:** \_\_\_\_\_  
**Last Pay Rate:** \$ \_\_\_\_\_ per hour. **May we contact the employer?** Yes: \_\_\_\_\_ No: \_\_\_\_\_  
**Supervisor's Name and Title:** \_\_\_\_\_  
**Reason for Leaving Job:** \_\_\_\_\_  
**Duties/Responsibilities:** \_\_\_\_\_  
**Employed From Date:** \_\_\_\_\_ **To Date:** \_\_\_\_\_

**BUSINESS REFERENCE**

Please list at least one present or former manager.

**Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**Read Carefully and Sign**

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that any misstatement or omission of information is grounds for ending the hiring process or dismissal. I authorize verification of information provided on this application; and authorize the references listed above to give you all pertinent information concerning my previous employment; and release all parties from all liability for any damage that may result from furnishing same to BMC Metalworks, LLC. In consideration of my employment, I agree to conform to the current and future rules and regulations of BMC Metalworks, LLC. I further agree that either the Company or I may terminate my employment with or without prior notice, at any time. Finally, I understand that no representative of the Company other than an Executive Officer has the authority to enter into any agreement for employment for any specified period or time, or to otherwise alter the foregoing.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date





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**DISCLOSURE AND AUTHORIZATION FOR BACKGROUND INVESTIGATION**

I hereby authorize **BMC Metalworks, LLC** (“Company”) and/or any entity directed by Company to obtain an investigative consumer report and/or consumer credit report for employment purposes, including in connection with my application for employment. An “investigative consumer report” includes any information as to your character, general reputation, personal characteristics, or mode of living. A “consumer credit report” includes any information regarding your credit worthiness, credit standing, credit capacity. The specific nature and scope of the investigative consumer report Company is seeking includes inquiries regarding educational background; work history; personal financial status and credit history; court records, including criminal conviction record, as permitted by law; driving history; verifications of Social Security number; and references obtained from professional and personal associates. I further understand and agree that an investigative consumer report and/or consumer credit report may be obtained at any time, and any number of times, as Company in its sole discretion determines is necessary before, during or after my employment.

The consumer-reporting agency that will be providing Company with the investigative consumer report and/or consumer credit report will be identified to you prior to commission of the agency. I understand that I will automatically be provided with a copy of the investigative consumer report provided to Company.

I hereby authorize all previous employers, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to Company or other entity that obtains information for Company. I further fully release Company, its employees, officers, directors, agents, successors and assigns, and all other parties involved in this background investigation, including but not limited to investigators, credit agencies and those companies or individuals who provide information to Company concerning me, from any claims or actions for any liability whatsoever related to the process or results of the background investigation.

I understand that an offer of employment is contingent upon the outcome of my background check, and that this Disclosure and Authorization is not an offer for employment by Company or a contract for employment with Company. I further understand Company operates under an **AT-WILL EMPLOYMENT POLICY** and this Authorization does not alter or affect that policy in any manner whatsoever.

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Applicant Signature

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Date