

## Application for Employment

**EEO Policy**

Worthington Industries maintains a policy of non-discrimination for all employees and applicants in every facet of the company's operation. In compliance with federal and state laws, Worthington Industries hires, trains and promotes qualified applicants and employees without unlawful discrimination on the basis of race, ethnicity, color, gender, gender identification, pregnancy, age, religion, creed, military status, national origin, veteran's status, disability, genetic information or any other classification protected under federal, state or local law.

**PLEASE NOTE:** Answer each question fully and accurately. No action can be taken on this application until all questions are answered. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

**This application will remain active for ninety (90) days from the date of the application.  
 Consideration for employment after ninety (90) days requires a new application.**

**PLEASE PRINT**

<b>Open Position Applied For</b> (Please list the <u>open position</u> you are applying for otherwise your application cannot be considered — listing "any", "all", etc is not acceptable – the specific job must be designated such as material handler, welder, etc. Please ask for a list of current openings if you are unsure. <b>One position per application.</b> )	<b>Date of Application</b>
<b>How Did You Learn About Us? (Please specify source)</b> <input type="checkbox"/> Referred by current employee (please list <u>one</u> ) _____ <input type="checkbox"/> Job Fair _____ <input type="checkbox"/> Friend/Relative _____ <input type="checkbox"/> Employment Agency/Recruiter _____ <input type="checkbox"/> South Carolina Department of Labor _____ <div style="float: right; margin-top: 10px;"> <input type="checkbox"/> Walk-In _____  <input type="checkbox"/> Advertisement _____  <input type="checkbox"/> Newspaper _____  <input type="checkbox"/> Website _____ <input type="checkbox"/> Radio _____  <input type="checkbox"/> Other _____         </div>	
<b>NAME</b> _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%; margin-right: 10%;"> <span>Last</span> <span>First</span> <span>Middle</span> </div>	
<b>ADDRESS</b> _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%; margin-right: 10%;"> <span>Number</span> <span>Street</span> <span>City</span> <span>State</span> <span>Zip</span> </div>	
<b>Home Telephone Number</b> (Area Code) _____	<b>Cell Phone Number</b> (Area Code) _____
<b>Social Security Number</b> (Optional) _____	
<b>Email Address</b> (Optional) _____	

Have you ever filed an application with us before?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date _____
Have you ever been employed with us before?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date _____
Are you over 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for employment in the United States? <small>Proof of citizenship or immigration status will be required upon employment.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
On what date would you be available for work?	Date _____

Are you available to work: (check all that apply)

Full-Time

Part-Time

Temporary

Are you available to work: (check all that apply)

1<sup>st</sup> Shift

2<sup>nd</sup> Shift

3rd Shift

Weekend

Have you ever been convicted of a felony in the last ten (10) years?

Yes

No

If yes, please provide details \_\_\_\_\_

(A "yes" answer does not automatically disqualify you from employment since the nature of the offense, date, rehabilitation and the job for which you are applying is also considered)

## Education

School	Name & Location	Course of Study	Number of Years Completed	Degree or Diploma Received
High School				
Technical School				
College or Graduate School				
Other Education or Training				

Professional License or Membership: \_\_\_\_\_

License Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

(You need not disclose membership in professional organizations that may reveal information regarding race, ethnicity, color, religion, gender, national origin, disability, sexual orientation, genetic information or other protected status)

## Employment Experience

Start with your present or last job. Include military service and account for any periods of unemployment. You may exclude organizations which indicate race, ethnicity, color, religion, creed, gender, gender identification, national origin, disability, sexual orientation, genetic information or any other classification protected under federal, state or local law.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

DESIGNERS AND MANUFACTURERS OF QUALITY ROPS, CABS AND CUSTOM STEEL FABRICATIONS

## Employment Experience (Cont.)

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

How many jobs other than those listed above have you had in the last 5 years? \_\_\_\_\_

Are you currently employed?  Yes  No

If yes, whom do you suggest we contact? \_\_\_\_\_

May we contact your past employers for references?  Yes  No

If no, please explain: \_\_\_\_\_

Have you worked or attended school under any other name?  Yes  No

If yes, give names: \_\_\_\_\_

\_\_\_\_\_

## Special Skills and Qualifications

Summarize any skills, additional training and qualifications. State any additional information you feel may be helpful to us in considering your application:

\_\_\_\_\_

\_\_\_\_\_

What machines or equipment can you operate that are related to the job for which you are applying?

\_\_\_\_\_

\_\_\_\_\_

# Applicant's Certification and Agreement:

I certify that all information I have supplied in this application and in any other form, oral or written, is true, complete, and accurate. I understand that any misrepresentation, omissions of facts, or incomplete answers in any application document, or any other form, oral or written, will disqualify me from further consideration of employment. I further understand that, if employed, any misrepresentations or omissions of facts in any applicant form, oral or written; will be cause for my dismissal at any time, without prior notice.

I understand, if employed, my employment with Worthington Industries is not for a specific term and may be terminated by me or Worthington Industries with or without notice or cause at any time. I further understand that no oral promise, employer policy, custom, business practice, or other procedure (including the Employee Handbook) or any other personnel manual, constitutes an employment contract or modification of the at-will employment relationship between me and Worthington Industries.

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests, take a driver's examination, submit to a background investigation, or take a pre-employment drug test. If I am offered employment to start work before any required test is complete, my employment is contingent on a satisfactory result on all required tests.

I authorize Worthington Industries to contact my prior employers, and other sources of information regarding my background, and I hereby authorize and direct each such employer and source of information to answer any and all questions regarding my prior employment background, and I hereby authorize and direct each such employer and source of information to answer any and all questions regarding my prior employment and background. I hereby indemnify Worthington Industries, each of my prior employers, and each of the other sources of information contacted and agree to hold harmless from any claims arising from this authorization and direction.

I understand that Worthington Industries maintains a drug-free workplace and agree that maintenance of same is essential to the safety of the workplace and employees. I promise to abide by Worthington Industries's policies prohibiting the use or possession of drugs, alcohol, or any controlled substance, or the misuse of prescribed or over-the-counter medicine on company premises or while on duty. I also understand that I may be tested for drugs, alcohol or controlled substances if I am employed by Worthington Industries.

I understand that I must meet the employability requirement of the U.S. Citizenship & Immigration Service and submit appropriate documents to satisfy the requirements for completing DHS Form I-9.

I understand and agree that work schedules and requirements vary and can be unpredictable, and that, while Worthington Industries will make reasonable efforts to accommodate work schedules and employee availability, I may be required to work overtime, weekends, different shifts, or other agreements. I consent to these requirements as necessary and legitimate conditions of employment.

I understand that this application will be considered active for ninety (90) days from this date. If I have not heard from Worthington Industries at the conclusion of the ninety (90) day period, it is my responsibility to complete a new application if I wish to be considered for employment.

I have read and understand everything on this application. I further understand that my signature is required in order for this application to be considered.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Interviewer Date

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
Name & Title Date

DESIGNERS AND MANUFACTURERS OF QUALITY ROPS, CABS AND CUSTOM STEEL FABRICATIONS



**Worthington Industries - Florence  
Voluntary Self-Identification  
(Confidential – For Statistical Use Only)**

We are an Equal Opportunity Employer and do not discriminate on the basis of race, religion, color, national origin, ancestry, gender, gender identification, disability, pregnancy, age, military status, veteran status, genetic information or any other classification protected by federal, state or local law.

As required by law, we must record certain information to be made a part of our Affirmative Action Program. The information below will be kept separate from the application and used only for the necessary information for Affirmative Action reporting.

Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired.

Please return this page with your application. We appreciate your cooperation.

A written copy of this Affirmative Action Program is available for inspection by any employee, or applicant for employment, during normal business hours, in the Human Resources Department. Interested persons should contact the Affirmative Action Officer at 843.413.4345 for assistance.

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Date \_\_\_\_\_ Position Applied for \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Please identify where you learned about an employment opportunity with this organization:

- |  |   |
|--|---|
| <input type="checkbox"/> Employee Referral | <input type="checkbox"/> Employment Agency/Recruiter        |
| <input type="checkbox"/> Walk-In           | <input type="checkbox"/> Website                            |
| <input type="checkbox"/> Job Fair          | <input type="checkbox"/> Radio                              |
| <input type="checkbox"/> Advertisement     | <input type="checkbox"/> South Carolina Department of Labor |
| <input type="checkbox"/> Friend/Relative   | <input type="checkbox"/> Other _____                        |
| <input type="checkbox"/> Newspaper         |   |

## AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on the race, ethnicity and gender of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

### GENDER

Check one:  Male  Female

### RACE/ETHNIC GROUP

Please check one of the descriptions below corresponding to the race/ ethnic group with which you most identify:

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

### **FOR HUMAN RESOURCES DEPARTMENT USE ONLY**

Position(s) Considered For: \_\_\_\_\_ Date: \_\_\_\_\_