

301 Wilson Street Martinsburg, WV 25401

Email to: info@dandlweld.com or Fax (304) 263-1166
Phone (304) 263-1149

Application for Employment

We consider applicants for all positions without regard for race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. All employees are subject to Form I-9 Employment Eligibility Verification and Social Security Number Verification upon hire.

Date _____ Position applied for _____ Type of work environment experience _____

Applicant: Last Name _____ First _____ Middle _____ Social Security (last 4 digits) _____

Address _____ City _____ State _____ Zip _____ Email Address _____

Home Telephone _____ Cell Phone _____ Alternate Phone _____
 1st 2nd 3rd 1st 2nd 3rd

Shift Preference _____ Shift available to work (Select all that apply) _____

Emergency Notification:

Name _____ Home/Phone _____

Address _____ Cell Phone _____

Trades Experience	Type of Trade	# Years' Experience	Certification Yes/No	Governing State
Primary Trade				
Secondary Trade				
Secondary Trade				

Military Record:

Did you serve in the United States Military? Yes No

Branch of Service _____ Dates To/From _____

Rank _____ Occupation _____

Employment History

Please list all jobs held in the past ten (10) years starting with your present or most recent job. Attach additional sheets if necessary.

Employer (Current or most recent)	
Supervisor	
Start Date / End Date	
Phone	
Address	
Job Title & Duties	
Reason for Leaving	
Compensation	
May we contact this employer	

Employer (Current or most recent)	
Supervisor	
Start Date / End Date	
Phone	
Address	
Job Title & Duties	
Reason for Leaving	
Compensation	
May we contact this employer	

Employer (Current or most recent)	
Supervisor	
Start Date / End Date	
Phone	
Address	
Job Title & Duties	
Reason for Leaving	
Compensation	
May we contact this employer	

Education

Highest grade Completed												
High School		Tech School		College	Graduate School							
<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> GED	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Type of school	School Name & Location			Graduated (Yes or No)	Major	Degree						
Senior High												
College												
Technical School												
Graduate School												
Other/ Certification												

Professional References Familiar with Your Work – (Supervisors/Managers)

Supervisor/Manager Name	Title Occupation	Company Name and Email Address	Phone
1.			
2.			
3.			

1.	Have you ever applied for a position at D&L Weld, Inc.? If yes list when & where in #2	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	If yes where and when did you apply?	
3.	Have you ever been employed with D&L Weld, Inc. before? If yes list when & where in #4	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	If yes where and when did you work?	
5.	Are you prevented from lawfully becoming employed in this country because of VISA or Immigration status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are you currently legally authorized to work in the United States for any employer Without restrictions and without requiring immigration sponsorship?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Are you currently on layoff status and subject to recall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Salary Requirement \$ _____ per _____	
10.	On what date are you available to start work?	
11.	Do you have a valid driver's license? If yes DL number & issuing state below	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Driver's License number / Exp.	
13.	Do you have a commercial driver's license? Class:	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Do you have reliable transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Distance willing to travel to a job site one way: Miles _____ Hours _____	

READ THIS SECTION CAREFULLY BEFORE ANSWERING THE NEXT QUESTIONS:

CRIMINAL BACKGROUND- STATE SPECIFIC NOTICES:

Baltimore, MD Applicants: Do not answer the question below unless:(1) you are applying for a position for which the employer is required by state or federal law to inquire about your criminal history; or (2) you are applying for a position at a facility or with an employer that provides programs, services, or direct care to minors or vulnerable adults.

Buffalo, NY Applicants: Do not answer the question below (1) unless you are applying for a position that requires a license and the trade or licensing body asks the same question; (2) except to disclose any convictions or violations that would bar your employment in the position for which you are applying under state or federal law; or (3) unless you are applying to a position with a school or other facility that provides care or supervision to children, young adults, senior citizens, or the physically or mentally disabled.

California Applicants: Do not identify convictions under California Health & Safety Code §§11357(b) or (c), 11360(b) (formerly subdivision (c) of section 11360), 11364, 11365, or 11550, related to marijuana offenses that occurred two (2) or more years before the date of this application. Also, do not identify any conviction for which the record has been judicially ordered sealed, expunged or statutorily eradicated, any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, or any referral to or participation in a pre-trial or post-trial diversion program.

Chicago, IL Applicants: Do not answer the question below unless: (1) you are applying for a position for which the employer is required by state or federal law to exclude from employment applicants with criminal convictions; (2) you are applying for a position for which a standard fidelity bond or equivalent is required and you have been convicted of a specified offense that would disqualify you from obtaining such a bond; or (3) you are applying for a position that requires you to be licensed under the Emergency Medical Services (EMS) Systems Act.

Connecticut Applicants: Applicants for employment are not required to disclose the existence of any arrest, criminal charge, or conviction for which the records have been erased in accordance with the provisions of Connecticut State Law. Records subject to erasure are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nulled (not prosecuted), a criminal charge for which a person has been found guilty, or a conviction for which a person received an absolute pardon. Any person whose criminal records have been erased in accordance with the provisions of Connecticut State Law shall be deemed to have never been arrested within the meaning of Connecticut General Statutes and may so swear by oath.

Georgia Applicants: Do not identify records of crimes for which you were a "first offender" and were exonerated and discharged without a court adjudication or guilt.

Hawaii Applicants: You are NOT required to respond to questions about your conviction records until after the Company has made you a conditional offer of employment. At that time, the Company may and will inquire about and consider your conviction records from the previous 10 years that bear a rational relationship to job(s) for which you are applying.

Illinois Applicants: Do not answer the question below unless; (1) you are applying for a position for which the employer is required by state or federal law to exclude from employment applicants with criminal convictions; (2) you are applying for a position for which a standard fidelity bond or equivalent is required and you have been convicted of a specified offense that would disqualify you from obtaining such a bond; or (3) you are applying for a position that requires you to be licensed under the Emergency Medical Services (EMS) Systems Act.

Kentucky Applicants: Do not identify misdemeanor convictions more than five (5) years old as of the date of this application.

Maryland Applicants: UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Montgomery County, MD Applicants: Do not answer the question below unless (1) the question is expressly authorized by federal, state, or county law or regulation; or (2) you are applying for a position with an employer that provides programs, services, or direct care to minors or vulnerable adults; or (3) you are applying for a position that requires a federal government security clearance.

Massachusetts Applicants: You are NOT required to provide information regarding your conviction records until the interview stage of the hiring process. At that time, the Company may and will inquire about and consider your conviction records in accordance with Massachusetts state law. By law this inquiry cannot include:

- First conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace;
- Conviction of a misdemeanor where the date of such conviction or the completion of any period of incarceration resulting therefrom, whichever date is later, occurred five (5) or more years prior to the date of such application for employment or such request for information, unless such person has been convicted of any offense within five (5) years immediately preceding the date of such application for employment or such request for information; or
- Sealed records or juvenile offenses.

An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an Inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an Inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer no record with respect to any inquiry relative to prior arrests. Court appearances and adjudications in all cases or delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.

Minnesota Applicants: Do not answer the question below unless you are applying for a position as to which the employer is required by a statute to conduct a criminal background check or otherwise must take into consideration a potential employee's criminal history during the hiring process.

New Jersey Applicants: Do not answer the question below unless you are applying for a position (1) where a criminal history record background check is required by law, rule or regulation; (2) where your arrest or conviction for one or more crimes or offenses would or may preclude you from holding that position under any law, rule or regulation; or (3) where any law, rule, or regulation restricts an employer's ability to engage in specified business activities based on the criminal records of its employees.

Newark, NJ Applicants: Do not answer the question below unless you are applying to a position for which federal or state law or regulation requires the consideration of an applicant's criminal history for the purposes of employment. Do not disclose (1) convictions for indictable offenses, other than murder, voluntary manslaughter, and sex offenses requiring registry that are punishable by incarceration, for which your sentence terminated more than eight years ago; (2) disorderly persons convictions or municipal ordinance violations for which your sentence terminated more than five years ago; (3) any records which have been erased, expunged, pardoned, or otherwise legally nullified; or (4) any juvenile adjudications of delinquency or any records which have been sealed.

Ohio Applicants: Convictions for certain minor misdemeanor marijuana violations do not constitute a criminal record and need not be reported in response to employer inquiries. Please consult Ohio Rev. Code § 2925.04 to see if this provision applies to you before responding.

Philadelphia, PA Applicants: The Fair Criminal Record Screening Standards Ordinance prohibits an employer from making any inquiry or requiring any person to disclose or reveal any criminal convictions during the application process, which begins when the applicant inquires about the employment being sought and ends when an employer has accepted an employment application. An employer may not make any inquiries regarding or require any person to disclose or reveal any criminal convictions before and during the first interview. If an employer does not conduct an interview, the employer is prohibited from making any inquiries or gathering any information regarding the applicant's criminal convictions. If the applicant voluntarily discloses any information regarding his or her criminal convictions at the interview, the employer may discuss the criminal conviction disclosed by the applicant (9 Phil Code § 9-3500, et seq.).

Rhode Island Applicants: Do not answer the following question unless (i) state or federal law disqualifies an applicant from employment due to certain criminal histories; or (ii) a standard fidelity bond is required for the position, and the applicant's criminal convictions would disqualify him or her from obtaining the bond.

Rochester, NY Applicants: Do not answer the question below (1) unless you are applying for a licensed position for which employers are required to inquire about applicants' criminal histories by the licensing authority or state or federal law; (2) except to disclose any convictions or violations that would bar your employment in the position for which you are applying under state or federal law. Do not disclose any conviction that was sealed unless the inquiry is specifically required or permitted by state or federal law.

San Francisco (City and County), CA Applicants: Do not answer the question below unless it is required by federal or state law. Do not disclose a conviction that has been expunged or made inoperative, any juvenile justice conviction, or a conviction more than seven years old unless required to do so by state or federal law.

Seattle, WA Applicants: Do not answer the question below unless you are applying for a position for which state or federal law requires that applicants be asked about their criminal histories.

Washington, DC Applicants: Do not answer the question below unless you are applying for a position (1) for which federal or district law or regulation requires the consideration of an applicant's criminal history for the purposes of employment; or (2) with a facility or employer that provides programs, services, or direct care to minors or vulnerable adults. Do not disclose convictions for which you completed your sentence more than ten (10) years before the date of this application.

16. Have you ever been convicted (including a plea bargain) of a crime? If yes, please explain below. Conviction will not necessarily disqualify an applicant from employment). Yes No

17. _____

I certify that the information on this application is correct and I agree that this information may be verified by D & L Weld, Inc. unless I have indicated otherwise. I also authorize you to check my references of past and present employers and personal history and agree to hold D & L Weld, Inc. and all parties harmless and free from all liability for any damages from furnishing this information to D & L Weld, Inc. In addition to the use or the disclosure of that information.

I agree that any falsification, omission, or misrepresentation of the Information on this application may result in my not receiving an offer of employment, or if I am hired, in the termination of my employment. If I accept employment from D & L Weld, Inc., I agree to follow all standards of employment established by D & L Weld, Inc., and that I am D & L Weld, Inc. employee. If I am a field staff employee, I may be placed on assignment at a client company. I understand that the employment relationship can be terminated at will, by either me or D & L Weld, Inc. with or without cause, and without notice, at any time. I understand that all offers of employment are conditional upon proof of my identity and legal authority to work in the United States.

READ CAREFULLY BEFORE SIGNING:

I agree that any action, claim or suit against D & L Weld, Inc., its parent company or subsidiaries arising out of my employment or the termination of my employment, including but not limited to claims arising under State civil rights statutes, must be brought within 180 days of the event giving rise to the claims or they will forever be barred, except that this does not apply to claims under Federal civil rights statutes. I waive any limitation periods to the contrary.

Applicant Printed Name:	
Applicant Signature:	
Date:	