

West Virginia Steel Corporation
327 Glass Addition Road
Poca, WV 25159
Phone (304) 755-5638 Fax (304) 755-8611

APPLICATION FOR EMPLOYMENT

We consider all applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, veteran status, disability or any other legally protected status under federal, state or local law.

(PLEASE PRINT)

Position(s) applied for: _____ Date of application: _____

How did you learn about us?

____ Advertising ____ Walk In ____ Employment Agency ____ Friend
____ Relative ____ Other _____

Last: _____ First: _____ M. I. _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Are you at least 18 years of age: Yes _____ No _____

Are you legally authorized to work in the U. S.? Yes _____ No _____
(if hired, verification will be required consistent with applicable law.)

Have you ever filed an application with us before? Yes _____ No _____

Have you ever been employed with us before? Yes _____ No _____

Are you currently employed? Yes _____ No _____

May we contact your current employer? Yes _____ No _____

On what date would you be available for work? _____

Are you available for work? Full time _____ Part time _____ Shift work _____

Are you currently on "laidoff" status and subject to recall? Yes _____ No _____

Can you travel if a job requires it? Yes _____ No _____

Have you ever been convicted of a felony within the past 7 years? Yes _____ No _____

Note: This question does not apply to convictions which have been expunged or sealed by the court. A conviction record will not necessarily be a bar to employment. A conviction which bears a direct relationship to the job may be considered. Consideration also will be given as to the nature and date of conviction and rehabilitation.)

If yes, please describe fully the criminal conviction(s), listing the nature of the offense(s) and your rehabilitation since the conviction(s).

EDUCATION

	High School	College University	Graduate Professional
School name and location			
Years completed:	9 10 11 12	1 2 3 4	1 2 3 4
Degree or certificate awarded:			
Describe course of study:			
Describe any specialized training, apprenticeship or skills:			
Describe any honors you have received:			
State any additional info that may be helpful in considering you, including professional association:			

(Applications may omit information which reveals their race, color, religion, sex, national origin, ancestry, age, disability status and any other characteristic protected under federal, state or local law. You may choose to include any job-related experience in the U. S. military or state militia.)

REFERENCES

Give name, address and telephone number of three professional references who are not related to you are and are not previous employers.

1.

2.

3.

EMPLOYMENT EXPERIENCE

Employer 1: _____

Dates employed: From _____ to _____

Hourly rate: From _____ to _____

Address: _____

Phone number: _____

Work Performed: _____

Job Title: _____ Supervisor: _____

Reason for leaving: _____

Employer 2: _____

Dates employed: From _____ to _____

Hourly rate: From _____ to _____

Address: _____

Phone number: _____

Work performed: _____

Job Title: _____ Supervisor: _____

Reason for leaving: _____

Employer 3: _____

Dates employed: From _____ to _____

Hourly rate: From _____ to _____

Address: _____

Phone number: _____

Work performed: _____

Job Title: _____ Supervisor: _____

Reason for leaving: _____

Employer 4: _____
Dates employed: From _____ to _____
Hourly rate: From _____ to _____
Address: _____
Phone number: _____
Work performed: _____
Job Title: _____ Supervisor: _____
Reason for leaving: _____

Special skills and Qualifications

Summarize special job-related skills and qualifications from employment of other experience

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge that any employment relationship with this company is of a "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the employer.

In the event of employment, I understand that false or misleading information given on my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of applicant

Date

APPLICANT'S STATEMENT

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

THIS APPLICATION FOR EMPLOYMENT SHALL BE CONSIDERED ACTIVE FOR A PERIOD OF TIME NOT TO EXCEED 45 DAYS. ANY APPLICANT WISHING TO BE CONSIDERED FOR EMPLOYMENT BEYOND THIS TIME PERIOD SHOULD INQUIRE AS TO WHETHER OR NOT APPLICATIONS ARE BEING ACCEPTED AT THAT TIME.

I HEREBY ACKNOWLEDGE THAT ANY EMPLOYMENT RELATIONSHIP WITH THIS COMPANY IS OF A "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH CHARGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF THE EMPLOYER.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE EMPLOYER.

SIGNATURE OF APPLICANT

DATE

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ARRANGE INTERVIEW ____ YES ____ NO

REMARKS: _____

INTERVIEWER _____ DATE _____

EMPLOYED ____ YES ____ NO

DATE OF EMPLOYMENT _____

JOB TITLE _____ HOURLY/SALARY RATE _____

DEPARTMENT _____

BY: _____

NAME

TITLE

NOTES: _____

APPLICATION FOR EMPLOYMENT

ABILITY QUESTIONNAIRE

Please rank you abilities with the following skills and equipment by circling the appropriate letter

G-GOOD	F-FAIR	P-POOR	O-NO ABILITY
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EQUIPMENT

G F P O Angle Shears	G F P O Overhead Crane
G F P O Bandsaw (Metal)	G F P O Plate Shears
G F P O Bar Bending Machine	G F P O Beam Punching Machine
G F P O Natural Gas Burning Machine	G F P O Press Break
G F P O Drill Press (Standard)	G F P O Radial Arm Saw
G F P O Electric Welder	G F P O Shaper
G F P O Engine Lathe	G F P O Spray Painting Equipment
G f P O Friction Saw (for Heavy Steel)	(Airless Brand)
G F P O Milling Machine	G F P O Threading Machine
G F P O Plate Rollers	

SKILLS	TRUCK OPERATION
G F P O Clerical Work	G F P O Fork Lift Operation
G F P O Typing	G F P O Truck Driver-Straight
G F P O Layout of Steel	G F P O Truck Driver-Tractor Trailer
From Blueprints	G F P O Truck Weight Regulations
G F P O Electrical Wiring	
G F P O Electronics	ELECTRIC WELDING
G F P O Pipe Bending	
G F P O Riveting	G F P O Flat Position
G F P O Gas Cutting (Hand Torch)	G F P O Vertical Position
G F P O Carburetion	G F P O Horizontal Welding
G F P O Engine	G F P O Tack Welding
G F P O Brakes	G F P O Heli-Arc
G F P O Gas Trucks	G F P O Stainless Steel
G F P O Diesel	G F P O Automatic

**BACKGROUND CHECK
AUTHORIZATION, DISCLOSURE, AND WAIVER AGREEMENT**

Applicant's name (printed): _____ Date of birth: _____
First Middle Last

Social Security number: _____ US visa/green card number: _____

Applicant's present address: _____

City: _____ State: _____ ZIP code: _____

I understand and acknowledge that _____, and its related corporate entities ("hereinafter referred to collectively as "The Company") may develop or obtain one or more background checks pertaining to me. (In this agreement, "background checks" may include without limitation "consumer reports" or "investigative consumer reports" as defined by the Fair Credit Reporting Act.) The background checks may be used for evaluation of my eligibility for employment. I understand and acknowledge that the background checks may contain information concerning my criminal background, credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics and mode of living.

I hereby authorize The Company to obtain background checks concerning me for the above purposes, at any time during the next five (5) years. I hereby authorize The Company to release the results of such background checks to other organizations and individuals for the purpose of evaluating my eligibility for employment and/or job placement. I have received a copy of, read, and understood the Federal Trade Commission's publication, "A Summary of Your Rights Under the Fair Credit Reporting Act."

I hereby authorize all present or former employers, consumer reporting agencies, educational institutions, criminal justice agencies, departments of motor vehicles, public agencies, financial institutions and all other persons and organizations having knowledge of me to relate information and opinions about me, including information and opinions received from other sources, to The Company or any other organization retained by The Company for background check purposes. A facsimile of this agreement will be equivalent to the original. I hereby permanently and irrevocably waive and release The Company and its trustees, employees and agents from any and all liability for all costs, claims, losses and liabilities of whatever kind or nature, whether known or unknown, relating in any way to background checks or this agreement, including without limitation any costs, claims, losses and liabilities that may arise if I am denied employment.

I presented valid photo identification to The Company with this signed agreement.

Print name: _____ Date: _____

Signature: _____

Para información en español, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20211 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

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Arrange interview: Yes _____ No _____

Remarks: _____

Interviewer: _____ Date _____

Employed: Yes _____ No _____ Date of employment: _____

Job title: _____ Hourly/Salary rate: _____

Department: _____

By: _____
Name Title

Notes: _____

