



FIFER SHEET METAL

2301 Old Dominion St. | Richmond, VA 23224
804-233-8403 | www.fsmfab.com

**WE DONT CUT CORNERS.
WE CUT METAL.**

Employment Application

Please print clearly. Complete all applicable sections. A resume may be attached but does not replace this application.

APPLICANT INFORMATION

First Name _____ M.I. _____ Last Name _____ Preferred Name _____
Street Address _____ City _____ State _____ ZIP _____
Primary Phone _____ Alternate Phone _____ Email Address _____

POSITION & AVAILABILITY

Position desired: _____

Employment type: ☐ Full Time ☐ Part Time

Earliest Start Date _____

Desired Hourly Pay / Salary _____

How did you hear about us? ☐ Walk-in ☐ Employee referral ☐ Online posting ☐ Other

Referral Name (if applicable) _____

Other Source _____

Have you previously worked for Fifer Sheet Metal? ☐ No ☐ Yes Dates _____ Position _____

Do you know anyone currently employed by Fifer Sheet Metal? ☐ No ☐ Yes Name _____

WORK ELIGIBILITY

Are you legally authorized to work in the United States? Yes No

If hired, you will be required to provide documentation verifying identity and employment authorization as required by law.

Are you at least 18 years of age? ☐ Yes ☐ No If no, can you furnish a work permit if required? ☐ Yes ☐ No

Can you perform the essential functions of the position for which you are applying, with or without reasonable accommodation?

☐ Yes ☐ No

CRIMINAL HISTORY

Have you ever been convicted of a felony? Yes No

If yes, please list the offense, date, and disposition below:

A conviction will not necessarily disqualify an applicant from employment. If you do not feel comfortable sharing, please leave blank.



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Education, Skills & References

EDUCATION & TRAINING

HighSchool / GED	School / City, State	Diploma / GED
College / University	School / City, State	Degree / Major
Trade / Technical School	School / City, State	Program / Certificate
Other Training	Provider / City, State	Course / Credential

JOB-RELATED SKILLS

Check skills you have experience with. Use the blank lines for additional equipment, software, or specialized experience.

☐ Sheet metal fabrication	☐ Welding
☐ Blueprint / drawing reading	☐ CNC / machine operation
☐ Press brake	☐ Shear
☐ Laser / plasma cutting	☐ Forklift
☐ Material handling	☐ Hand & power tools
☐ Quality inspection / measuring	☐ Field installation
☐ HVAC / ductwork	☐ CDL / commercial driving
☐ Computer / office software	☐ Supervisory / lead experience
Other Skill / Equipment	Other Skill / Equipment

LICENSES & CERTIFICATIONS

License / Certification	Issuing State / Organization	License / Credential No.	Expiration Date
License / Certification	Issuing State / Organization	License / Credential No.	Expiration Date
License / Certification	Issuing State / Organization	License / Credential No.	Expiration Date

PROFESSIONAL REFERENCES

Please list three professional references who are not relatives.

1. Name	Relationship	Company	Phone / Email
2. Name	Relationship	Company	Phone / Email
3. Name	Relationship	Company	Phone / Email



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Applicant Certification & Authorization

Accuracy of Information. I certify that the information provided in this application and in any resume or other materials I submit is true and complete to the best of my knowledge. I understand that false statements, material omissions, or misrepresentations may result in withdrawal of an employment offer or, if employed, disciplinary action up to and including termination.

Authorization to Verify Information. I authorize Fifer Sheet Metal and its representatives to verify information relevant to my qualifications, including prior employment, education, licenses, and references, as permitted by law. I authorize persons and organizations contacted for these purposes to provide information concerning my qualifications and employment history.

Employment At Will. I understand that this application is not a contract or guarantee of employment. If I am hired, my employment with Fifer Sheet Metal will be at will, meaning that either I or the Company may end the employment relationship at any time, with or without notice or cause, subject to applicable law. I understand that no oral statement can create a contract of employment or alter the at-will relationship, and that any agreement to the contrary must be in a written document signed by an authorized Company representative.

Work Authorization. If hired, I understand that I must provide documentation establishing my identity and authorization to work in the United States in accordance with federal law.

Equal Opportunity and Accommodation. Fifer Sheet Metal provides equal employment opportunities in accordance with applicable law. Applicants who need a reasonable accommodation during the application or hiring process may request one.

By signing below, I acknowledge that I have read and understand the statements above.

Applicant Signature

Date

Printed Name

FOR COMPANY USE ONLY

Interview Date

Interviewer

Department / Hiring Manager

Offer / Start Date

Approved Pay Rate

Notes