



(208) 524-0214 Phone (208) 524-6613 Fax
(800) 877-1609 Toll free www.vernonsteel.com
office@vernonsteel.com *subject line:* employment application
2422 Iona Road (no U.S. Post mail - UPS, FedEx OK) 83401
PO Box 1401
Idaho Falls, ID 83403

Position: Sales/Customer Service

- 40 hours plus possible overtime Monday-Friday
- 3 hours rotating Saturdays 3 hours minimum

Minimum Requirements:

1. High School diploma
2. Fluent in all aspects of English language - reading, writing, speaking, grammar, syntax, diction and spelling within established forms of communication: face to face, phone and written including legible handwriting
3. Proficient in high school math
4. Basic high school computer skills
5. Positive, cooperative social skills (personality) allowing excellent interaction with fellow employees, customers and vendors especially while under stress
6. Enthusiastic about making cold calls if necessary
7. Enthusiastic about limited outside sales if necessary
 - Company owned vehicle will be made available
 - If using personal vehicle for company business, must present and maintain verification of personal vehicle insurance. Reimbursement for travel expenses will be made on established state and federal guidelines.
8. Able to work in an environment exposed to dust and dirt
9. Absolutely have and maintain a clean driving record. Up to date copy of official driving record will be required prior to final hire.
10. Hourly wage negotiated based on skill set presented (no commission).
Adjustments to negotiated wage may be made upon actual work place verification of skill set demonstrated after hire.

I have complete understanding of and am in complete compliance with the above minimum requirements and wish to submit this form along with the Vernon Steel Application for Employment. All forms must be filled out by the applicant's own hand.

Printed Name _____ Signature _____ Date _____