



Committed to a Drug Free Workplace
We test all applicants for illegal drugs. If you use drugs DON'T bother to apply.



APPLICATION FOR EMPLOYMENT

DATE: POSITION APPLIED FOR:

Referred by: Date Available for Work:

INSTRUCTIONS: Please read carefully. Every item on this form must be answered to the best of your ability. Please print and use a pen. Your qualifications will be carefully reviewed and you will be given thorough consideration for any suitable vacancy. Upon employment, this application will become part of your permanent record with Newcomb Oil Co. Keep this in mind as you complete it. Special Note: You are not required to supply any information that is prohibited by Federal, State, or Local law. We are an Equal Opportunity Employer. Newcomb Oil Co. does not discriminate on the basis of race, color, religion, sex, national origin, citizenship, age, marital status, or disability. You may request assistance in completing this application.

PERSONAL

Name Telephone Number: ()

Street Box City ST Zip

Previous Address Social Security Number

If younger than 21, state age here Are you legally entitled to work in the United States? yes no

Have you ever been convicted of a felony? yes no If yes, list all here:

In the past 24 months, have you been convicted of selling alcohol to a minor? yes no If yes, explain:

Have your driving privileges ever been revoked or suspended? yes no If yes, list all here:

Do you have a Commercial driving license? yes no

Have you ever worked for Five Star Food Mart/Newcomb Oil Company before? yes no

**Compliance with I-9 requirements is mandatory, upon employment

Table with 5 columns: EDUCATION, SCHOOL NAME AND LOCATION, LAST GRADE COMPLETED, DID YOU GRADUATE?, DIPLOMA OR DEGREE RECEIVED. Rows include Grammar School, High School, Trade School, College.

MILITARY not applicable

List service in U.S. Military: From to Branch

GENERAL EMPLOYMENT INFORMATION

1. List here all of the equipment with which you have experience and training. (Examples: cash register, calculator, word processor/ computer, etc.)

2. Are you willing to work at other Five Star Food Marts?

3. Salary Expected hour or week Number of hours you are available per week? No preference

4. Type of Employment sought: regular full-time regular part-time temporary seasonal as needed

5. What kind of work schedule suits you best?

Hours of Work: Day shift Evening shift Night shift

Which of the following are you available to work? Weekends Split shift

Flexible part-time Holidays Overtime as needed 10 hr. / 4 day work week

6. Indicate hours you are available to work on the following days (or check Anytime, if you have no restrictions)

Monday to Sunday to anytime

7. Which of the following applies to you?

I have reliable transportation to and from work regardless of the work schedule assigned.

I have reliable transportation to and from work for a specific work schedule only. List work schedule needed:

8. Are you able and willing to perform the essential functions of the job for which you are applying, including travel, if necessary?

yes no don't know

If no, indicate reason: need different hours need different days need more training

Other (explain)

EXPERIENCE

List below all present and past employment, beginning with your most recent employer

Are you currently employed? Yes No

1. Employer _____ Starting Salary _____ per hour or week
 Address _____ Last Salary _____ per hour or week
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for leaving: Quit Discharge Retired
 Dates Employed _____ to _____ Lay off Why? _____
 For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____

2. Employer _____ Starting Salary _____ per hour or week
 Address _____ Last Salary _____ per hour or week
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for leaving: Quit Discharge Retired
 Dates Employed _____ to _____ Lay off Why? _____
 For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____

3. Employer _____ Starting Salary _____ per hour or week
 Address _____ Last Salary _____ per hour or week
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for leaving: Quit Discharge Retired
 Dates Employed _____ to _____ Lay off Why? _____
 For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____

4. Employer _____ Starting Salary _____ per hour or week
 Address _____ Last Salary _____ per hour or week
 Kind of Business _____ Supervisor _____
 Job Title _____ Reason for leaving: Quit Discharge Retired
 Dates Employed _____ to _____ Lay off Why? _____
 For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____

In the following space, please describe briefly why you are applying for this position. Your comments here are a critical part of our screening process.

CONDITIONS OF EMPLOYMENT

- I. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
- II. I authorize such background and personal reports as deemed necessary to verify that the information I have supplied is true and accurate and to determine my fitness for this job and hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.
- III. I understand that I may be required to work overtime as a condition of being employed.
- IV. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand I am an employee at will, and that this application is not a contract of employment with Newcomb Oil Co. and that my employment and compensation can be terminated, with or without cause, at anytime, at the option of either Newcomb Oil Co. or me. I understand that no representative of Newcomb Oil Co. has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that no document, policy or practice of Newcomb Oil Co. may change the foregoing unless it is expressly titled "Employment Agreement" and signed by both myself and an officer of Newcomb Oil Co.
- V. I understand that I may be required to submit to a pre-employment, and post-employment test for fitness and/or substance abuse, if not prohibited by law.
- VI. I authorize Newcomb Oil Co. to withhold from my pay checks any monies owed to them by me.
- VII. I agree to Alternative Dispute Resolution, unless prohibited by law, as a means to resolve any disputes and/or complaints that cannot be resolved internally.

DATE _____ SIGNATURE _____