

APPLICATION FOR EMPLOYMENT FOR HIGH FALLS OIL COMPANY, INC.

Notice: Federal and State Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. We believe in and fully support the principle of equal employment opportunity and will fulfill our obligation to the fullest.

Name _____ Social Security# _____

Birth day: _____ Telephone # _____

Address _____

How long have you lived at address _____

Positions applied for _____ Hours per week _____

If part-time please specify hours:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____ Sunday _____

How did you hear of the opening _____

Have you worked with us before ____ Yes ____ No Previous job title _____

List friends and relatives working for Quick-N-Easy/High Falls Oil _____

List any skills you have for the position applied for _____

Are you over 21 ____ Yes ____ No Sex ____ male ____ female

Have you ever been convicted of a crime in the past 10 years (excluding traffic violations) ____ Yes ____ No

If yes please list convictions _____

Do you have any physical handicaps preventing you from doing certain types of work ____ Yes ____ No

If yes please describe handicap/limitations _____

Have you had any serious illness in the past 5 years ____ Yes ____ NO, if so please describe _____

Employment History – Please list with most current first

1. Company _____ City _____ State _____
 Dates worked _____
 Position _____ Contact _____
 Duties _____
 Starting Salary \$ _____ Ending \$ _____
 Reason for leaving _____
2. Company _____ City _____ State _____
 Dates worked _____
 Position _____ Contact _____
 Duties _____
 Starting Salary \$ _____ Ending \$ _____
 Reason for leaving _____
3. Company _____ City _____ State _____
 Dates worked _____
 Position _____ Contact _____
 Duties _____
 Starting Salary \$ _____ Ending \$ _____
 Reason for leaving _____

Military

Branch	Rank	Date	Duties
_____	_____	_____	_____

References – Please list at most one relative, and as many previous employers as possible

NAME	ADDRESS	RELATIONSHIP	PHONE #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Applicant: Read and Sign Below

The information provided by me in this application for employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as cause for possible dismissal. You are hereby authorized to conduct any investigation of my personal history and/ or credit and financial records employing investigative or credit agencies or bureaus of your choice subject to the provisions of the Fair Credit Reporting Act.

Signature of Applicant: _____ Date: _____