

# Oil Exchange Inc.

## Store Employment Application

Oil Exchange Inc. d/b/a Adam's Auto Hand Wash / DWR Tire & Auto

### Personal Data

Date \_\_\_\_\_

Name \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(street address)

(city) (state) (zip code)

Part Time [ ] Full Time [ ]

Position Applying for: \_\_\_\_\_

Salary Desired: \_\_\_\_\_

Date Available: \_\_\_\_\_

Please list the times you are available to work below.

	M	T	W	TH	F	S	S
Begin Time:							
End Time:							

### Background Information

Do you have the legal right to work in the United States? Yes [ ] No [ ]

(Ability to legally work in the United States will be verified upon hire or rehire.)

Are you at least 16 years of age? Yes [ ] No [ ] Are you at least 18 years of age? Yes [ ] No [ ]

If less than 18 years of age, do you have a work permit (if required by your state)? Yes [ ] No [ ] N/A [ ]

Have you ever worked for Oil Exchange Inc. before? Yes [ ] No [ ] If yes, what position and location? \_\_\_\_\_

Have you ever applied at Oil Exchange Inc. before? Yes [ ] No [ ] If yes, what position and location? \_\_\_\_\_

Do you have any friends or relatives who have worked or are working at Oil Exchange Inc.? Yes [ ] No [ ] If yes, list name(s): \_\_\_\_\_

Have you ever been arrested for or convicted of a crime that has not been expunged by a court? Yes [ ] No [ ] If yes, please explain: \_\_\_\_\_

(Please follow applicable state regulations when answering this question. A conviction will not necessarily result in the denial of employment.)

Have you ever been discharged or asked to resign from any employment? Yes [ ] No [ ] If yes, please explain: \_\_\_\_\_

Do you have a valid driver's license? Yes [ ] No [ ]

### Essential Job Functions

Based on the job title for the position you are applying for:

a) Are you able to perform the essential job functions? Yes [ ] No [ ]

b) Would you need any accommodations to perform the essential job functions (such as special equipment or changes in facilities or job procedures)?

Yes [ ] No [ ]

If yes, please briefly describe how you would perform the essential job functions and with what type of accommodation(s): \_\_\_\_\_

**How Were You Referred to Us?** [ ] Employee Referral (Employee Name) \_\_\_\_\_ [ ] OilExchangeInc.com  
[ ] Job Posting (Website Name) \_\_\_\_\_ [ ] Walk-in Applicant  
[ ] Newspaper Ad (Publication Name) \_\_\_\_\_ [ ] Other (Please specify) \_\_\_\_\_

### Attendance and Punctuality

Consistent attendance and punctuality are essential requirements of every job with Oil Exchange Inc.

Is there anything that would interfere with your regular attendance and punctuality if you were offered a job with this Company? Yes [ ] No [ ]

If yes, please explain: \_\_\_\_\_

### Education

Did you graduate from high school? Yes [ ] No [ ] G.E.D. [ ] What is the highest elementary, high school or college grade you have completed? \_\_\_\_\_

School Name	Location (city and state)	Major course or subject	Graduated	Degree
Junior College			Yes [ ] No [ ]	
Trade School:			Yes [ ] No [ ]	
University:			Yes [ ] No [ ]	
Other:			Yes [ ] No [ ]	

Please list any job-related skills, equipment experience or qualifications acquired from employment or other experiences to be considered in evaluating your qualifications.

## Employment History

Please list your employment history for the past seven years using additional paper if necessary. Begin by listing your most recent position. Additionally, explain any periods of unemployment longer than one month. Please complete the entire employment history section even if attaching a resume.

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Name of Present or Last Employer:

Type of Business:

Supervisor's Name and Title:

Street Address, City, State and Zip Code:

Supervisor's Phone Number:

Job Title: \_\_\_\_\_ Start Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ Start Date: \_\_\_\_\_ Final Date: \_\_\_\_\_

Job Description and Responsibilities: \_\_\_\_\_

See attached resume \_\_\_\_\_

Explain reasons/circumstances for changing or wanting to change jobs. \_\_\_\_\_

May we contact this employer? Yes  No  If "no" may we contact them upon your acceptance of our employment offer? Yes  No

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Name of Employer:

Type of Business:

Supervisor's Name and Title:

Street Address, City, State and Zip Code:

Supervisor's Phone Number:

Job Title: \_\_\_\_\_ Start Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ Start Date: \_\_\_\_\_ Final Date: \_\_\_\_\_

Job Description and Responsibilities: \_\_\_\_\_

See attached resume \_\_\_\_\_

Explain reasons/circumstances for changing jobs. \_\_\_\_\_

May we contact this employer? Yes  No  If "no" may we contact them upon your acceptance of our employment offer? Yes  No

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Name of Employer:

Type of Business:

Supervisor's Name and Title:

Street Address, City, State and Zip Code:

Supervisor's Phone Number:

Job Title: \_\_\_\_\_ Start Salary: \_\_\_\_\_ Final Salary: \_\_\_\_\_ Start Date: \_\_\_\_\_ Final Date: \_\_\_\_\_

Job Description and Responsibilities: \_\_\_\_\_

See attached resume \_\_\_\_\_

Explain reasons/circumstances for changing jobs. \_\_\_\_\_

May we contact this employer? Yes  No  If "no" may we contact them upon your acceptance of our employment offer? Yes  No

Explanation of unemployment longer than one month in your employment history: \_\_\_\_\_

## References

Please list three persons best qualified to comment on your related experience and/or education. Please do not include relatives.

Name	Title/Relationship	Mailing Address or Email Address	Daytime Telephone	Years Known
1.				
2.				
3.				

By signing this application for employment, I certify that I have read and understand all parts of it and certify that I have truthfully and completely answered all questions. I understand that falsification or omission of material information given herein or in any other employment-related form or context is grounds for immediate termination, regardless of when such falsification may be discovered. I understand that nothing in this application is intended to imply or create an employment contract. I authorize Oil Exchange Inc. and its representatives to investigate my education, employment, experience, felony conviction records and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. Further, I understand that employment will be contingent upon successfully passing a pre-employment drug-screening test. I understand and agree that if I am offered employment by Oil Exchange Inc. it will be on an at-will basis. This means either Oil Exchange Inc. or I may terminate the employment relationship at any time for any reason, with or without cause. This policy of at-will employment may be revised, deleted or superseded only by a written employment agreement signed by the employee in question, the CEO, CAO and the COO that expressly revises, modifies, deletes or supersedes the policy of at-will employment. If accepting employment with Oil Exchange Inc., I agree to comply with all company policies, procedures and practices which Oil Exchange Inc. may revise, modify in whole or in part at any time and with all laws, rules and regulations during my employment with Oil Exchange Inc.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Oil Exchange Inc. is an equal opportunity employer. All applicants for employment will be considered without regard to race, color, sex, national origin, ancestry, age, religion, Veteran status, physical or mental disability, as well as any other category protected by federal, state or local laws. This application will remain active for 30 days. After that time, application must be renewed by the applicant if he/she wishes to be reconsidered for employment.