



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name: _____

Address: _____ Apt. No. _____

City: _____ State: _____ ZIP: _____ Phone: _____ Alt. No. _____

Have you ever worked for Warrenton Oil Company Before? No Yes, under what name? _____

If so, dates? From: _____ to _____ Position _____ Location _____

Can present employer be contacted? Yes No

Desired starting pay \$ _____ per _____

How many hours per week do you want to work? _____

During what times of the week are you NOT available to work? _____

Employees may be required to work hours other than those preferred or assigned.

Please list any computer skills: _____

Do you have reliable transportation? Yes No, explain _____

When could you begin work? _____

Are you at least 18 years old? Yes No

EDUCATION

Highest elementary or high school grade completed: _____

Did you graduate from high school? Yes No G.E.D

Name and location of college, university, business, or trade school: _____

Dates attended from: _____ to: _____ Full-time Part-time

Major Field of study: _____

Degree Earned Title: _____ Date: _____

Hours credit: _____

LEGAL

Are you willing to take a written honesty test or urinalysis drug test now and in the future?
 Yes No, Explain _____

List all convictions or pleas of guilty, no contest, no lo contendere, or suspended imposition of sentence for breaking the law you have received in the last 7 years (include misdemeanor convictions). Also list any felony convictions you have received in your adult lifetime.

Date	Violation (ie. Misdemeanor, SES, etc.)	Explanation (ie. Assault 1 st degree, Bad Check, etc.)



WORK EXPERIENCE

Present or Last Employer _____ Type of Business _____
 Address _____ City _____ State _____
 Starting Date _____ Ending Date _____ Starting Salary _____ Final Salary _____ Job Title _____
Month/Year Month/Year
 Reason for Leaving _____
 Type of Job Hours per Week Job Description and Responsibility
 Full-time _____
 Part-time _____
 If we contact this employer, would you expect them to say they would rehire you for the position you last held there? Yes No
 Explain _____
 Name of Supervisor _____ Phone No. _____

Next Last Employer _____ Type of Business _____
 Address _____ City _____ State _____
 Starting Date _____ Ending Date _____ Starting Salary _____ Final Salary _____ Job Title _____
Month/Year Month/Year
 Reason for Leaving _____
 Type of Job Hours per Week Job Description and Responsibility
 Full-time _____
 Part-time _____
 If we contact this employer, would you expect them to say they would rehire you for the position you last held there? Yes No
 Explain _____
 Name of Supervisor _____ Phone No. _____

Next Last Employer _____ Type of Business _____
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Month/Year Month/Year
 Reason for Leaving _____
 Type of Job Hours per Week Job Description and Responsibility
 Full-time _____
 Part-time _____
 If we contact this employer, would you expect them to say they would rehire you for the position you last held there? Yes No
 Explain _____
 Name of Supervisor _____ Phone No. _____

SIGNATURE

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 of any of the information given herein or on any other employment form is grounds for immediate termination, regardless of when such falsification may be discovered. I authorize Warrenton Oil Company and its representative to investigate my education and employment experience and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment. I understand Warrenton Oil Company may contact the appropriate credit bureau to obtain an investigative consumer report providing information about my character; I understand I may request (in writing from the Personnel Department) a complete and accurate disclosure of information concerning the nature and scope of this report. I also release Warrenton Oil Company and representatives, as well as any person to whom such inquiry is directed, from any liability arising directly or indirectly from any such investigations. Further, I understand that employment will be contingent upon successfully passing a post-offer drug screening test in compliance with the Warrenton Oil Company Drug Policy. I understand my employment with Warrenton Oil Company is for no definite length of time. I understand my employment may be terminated at any time, with or without cause, at the option of either Warrenton Oil Company or myself. I understand that no employee or representative of Warrenton Oil Company has any authority to make any agreement which is contrary to the foregoing. If accepted for employment, I agree to comply with all company policies and procedures, and with all rules and regulations made known at the time of employment or any other time thereafter; and to perform all duties assigned to me to the best of my ability.

Signature: _____ **Date:** _____

Warrenton Oil Company is an equal opportunity employer. All applications for employment will be considered without regard to race, color, religion, sex, national origin, disability, or age (over the age of 40). This application will remain active for 45 days. After that time, it must be renewed by the applicant if he/she wishes to be reconsidered for employment. Thank you for applying.



LOCATION # _____

PROMOTION

1. REFERRAL

If you were referred by an employee of our company, please print that name here: _____

This portion of the form will be used to verify the referral bonus that our employees receive if you are hired.

REFERRAL VERIFICATION

To verify the validity of this referral, the referred employee, current employee, and manager must all sign below.

Failure of any one of the above to sign will result in no referral bonus being paid out.

Referred Employee

Current Employee

Manager

2. BACKGROUND/CREDIT CHECK AUTHORIZATION

This is to notify you that an Investigative Report will be conducted on you for employment purposes.

By signing the release below, I hereby authorize Warrenton Oil Company and its affiliates to contact any and all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts, military services to release information about my background including, but not limited to, information about employment, education, consumer credit history, driving record, criminal record and general public records history.

I release from all liability all persons, companies, schools supplying such information. I indemnify Warrenton Oil Company and its affiliates against any liability, which may result from making such requests. This release shall remain in effect for the length of my application is on file and/or the length of my employment if hired. I understand and I may have a right to request additional disclosures regarding the nature and scope or the investigation.

I believe to the best of my knowledge that all information I have provided is accurate, true and correct and that I fully understand the terms of this release.

Name (Please print): _____
First MI Last

Other Names Used: _____

Address: _____

City/State/Zip: _____

Social Security Number: _____

Date of Birth: _____ MALE FEMALE

Drivers License Number _____ State Issued _____

Signature of Applicant: _____ Date: _____

Office Use Only

Date Ran State: _____
Credit Check Ran: _____
Store Location: _____