

# Team OILSTOP Application

Name	Phone Number	Date
Location	Position applied for	

## Equal Opportunity Employer

*Oil Stop considers applicants for all positions without regard to gender, race, color, religion, creed, national origin, age, disability, marital or veteran status or any other factors made unlawful under applicable federal and state laws. All personnel decisions are made without prejudice or discrimination, in accordance with the principles of equal opportunity.*

## How to apply for a position with Oilstop.

1. Print neatly, so your application is easy to read. If you need more space, use additional sheets of paper.
2. Answer all of the questions **completely and thoroughly**. A fully completed application is necessary for employment consideration. If you do not understand any portion of the application, ask a store manager to clarify for you. You may also include a resume.
3. If you have questions about job requirements or advancement opportunities, ask the manager and he or she will be glad to give you more information
4. Make certain you sign the application once you have read the information and answered all the questions.
5. Return the completed application to any Oilstop location. It will be forwarded to the Human Resources Department for evaluation. If you are chosen as a possible candidate for employment you will be contacted by phone. Applications shall be considered active for a period of time not to exceed 45 days, after which you must re-apply.

## OUR MISSION:

*To serve people with  
excellence, humbly with  
a servant's heart.*

## OUR EXPECTATIONS:

1. *A servant's heart* - Put the needs of others first
2. *A commitment to excellence* - Take care of the details
3. *Transparency* - Always, always, always be honest
4. *Team commitment* - Success comes through the team
5. *A polite, clean-cut image* - Perception is everything
6. *Professionalism* - Know what to do, do what you know

**OILSTOP THANKS YOU FOR YOUR INTEREST IN BECOMING PART OF OUR TEAM!**

**PERSONAL INFORMATION**

Name (First, Middle, Last)

Phone Number

Social Security Number

Current Street Address

City, State, Zip Code

Are you under the age of 18? Yes  No   
 If yes, can you, after employment, provide required proof  
 of your eligibility to work? Yes  No

Have you ever filed an application with Oilstop before?  
 Yes  No

Have you ever been employed with Oilstop before?  
 Yes  No

Are you currently employed? Yes  No   
 May we contact your present employer? Yes  No   
 Are you currently on "lay-off" status and subject to recall?  
 Yes  No   
 Can you travel if a job requires it? Yes  No

Have you, in the last seven years, ever been convicted of a felony  
 or a crime involving dishonesty or violence to another person?  
 Yes  No  If yes, explain.  
 Conviction will not necessarily disqualify an applicant from employment.

Are you prevented from lawfully becoming employed in this  
 Country because of Visa or Immigration Status?  
 Yes  No

Proof of citizenship or immigration status will be required upon employment

**POSITION REQUESTED**

Position(s) applied for:

How did you learn about this position?  Walk-in  TV ad  Relative  Friend  Job Posting

Newspaper ad (give publication) \_\_\_\_\_  Employee (give name) \_\_\_\_\_

**AVAILABILITY**

I am looking for:  Full Time  Part Time  Shift Work (specify \_\_\_\_\_)  Temporary  
 What days and hours are you available to work?

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To

If hired, when could you begin work?

Do you have reliable transportation to work?  Yes  No

**EDUCATION**

NAME	CITY, STATE	YEARS COMPLETED	DEGREE/DIPLOMA?	GPA
High School				
College				
Other				

<b>EMPLOYMENT EXPERIENCE</b>				
Employer		Dates employed		Work Performed
		From	To	
Address				
Telephone Number				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Ending	
Reason for leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Ending	
Reason for leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Ending	
Reason for leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number				
Job Title	Supervisor	Hourly Rate/Salary		
		Starting	Ending	
Reason for leaving				

<b>SPECIALIZED TRAINING, SKILLS, EXTRA-CURRICULAR ACTIVITIES, CLUBS AND QUALIFICATIONS</b>				

<b>REFERENCES</b>				
1. Name	Address	Phone	Relation	How Long?
2. Name	Address	Phone	Relation	How Long?
3. Name	Address	Phone	Relation	How Long?

**APPLICANT'S STATEMENTS**

READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omissions in this application and/or interview(s) could result in the denial of my application, withdrawal of any offer of employment, or immediate discharge.

I understand that in connection with the application process, Oilstop, Inc. and its representatives may contact my former employers, educational institutions, references, and other relevant third parties to obtain additional information related to the information given by me in this application.

I further understand that an investigative background check may be performed in the application process. I authorize an agent selected by Oilstop, Inc. to perform such a check. I also understand that a credit check may be required and that, if needed, I will receive further information with regard to this at such time.

I hereby request, release, and consent to the release and disclosure of all above referenced information. I further release and hold harmless Oilstop, Inc., their officers, employees and agents, and any other parties inquiring about, investigating, furnishing, communicating, reviewing, or evaluating such information from any and all potential claims, demands, damages, liabilities, and/or actions of any kind arising from such activities, whether known or unknown to me presently, that I may have, now or in the future.

If employed, I agree to conform to the rules and regulations of Oilstop, Inc. and hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

**Signature of Applicant**

**Date**

**FOR HUMAN RESOURCE DEPARTMENT USE ONLY**

**FIRST INTERVIEW**

Interviewer

Date

L.

S.

**SECOND INTERVIEW**

Interviewer

Date