



APPLICATION FOR EMPLOYMENT



A DRUG FREE WORKPLACE



AN EQUAL OPPORTUNITY EMPLOYER

No team member, applicant, or candidate for promotion, training or other advantage (shift scheduling, premium pay work, vacation scheduling, and any other employment activity) shall be discriminated against (or given preference) because of race, color, religion, sex, age, physical disability, veteran status, or national origin.

Your application for employment will be processed as quickly as possible. Public Law 91-508 requires that we advise you that a routine inquiry may be made during our initial or subsequent processing which will provide applicable information concerning character, general reputation, personal characteristics and mode of living. Upon your written request, additional information as to the nature and scope of the inquire (if one is made) will be provided to you. This application will have an active period of thirty (30) days. You must re-apply for any position that becomes open after the active period of this application.

NAME (PRINT)		FIRST	MIDDLE	LAST
PRESENT ADDRESS	STREET	CITY	STATE	ZIP
LENGTH AT ADDRESS			PHONE NUMBER	
PREVIOUS ADDRESS	STREET	CITY	STATE	ZIP
LENGTH AT ADDRESS				
POSITION APPLIED FOR	ARE YOU OVER 18? YES _____ NO _____	ARE YOU EMPLOYED NOW? YES _____ NO _____	HAVE YOU EVER WORKED FOR THE COMPANY BEFORE? YES _____ NO _____	
REFERRED BY	NAMES OF FRIENDS OR RELATIVES EMPLOYED BY THIS COMPANY			
IN CASE OF EMERGENCY NOTIFY:	NAME	ADDRESS	TELEPHONE	
IF HIRED, DO YOU HAVE A RELIABLE MEANS OF TRANSPORTATION TO WORK? YES _____ NO _____				
CAN YOU, UPON EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THIS COUNTRY? YES _____ NO _____				
EDUCATION (CIRCLE HIGHEST GRADE COMPLETED)			HAVE YOU BEEN CONVICTED OF A CRIME? (IN ANSWERING THIS QUESTION, DO NOT INCLUDE CONVICTIONS IN EXCESS OF TWO YEARS OLD RELATING TO POSSESSION OR USE OF AN OUNCE OR LESS OF MARIJUANA, NOR ANY MISDEMEANOR CONVICTION FOR WHICH PROBATION HAS BEEN COMPLETED.)	
GRAMMAR SCHOOL 1 2 3 4 5 6 7 8			NOTE: A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FROM THE POSITION APPLIED FOR.	
HIGH SCHOOL 9 10 11 12				
COLLEGE 1 2 3 4 5				
NAME OF LAST SCHOOL ATTENDED _____			YES _____ NO _____	
ARE YOU BONDABLE? YES _____ NO _____			If yes, explain to interviewer	
PERSONAL REFERENCES LIST 4				
DO NOT INCLUDE RELATIVES OR FORMER EMPLOYERS				
NAME	ADDRESS			PHONE
NAME	ADDRESS			PHONE
NAME	ADDRESS			PHONE
NAME	ADDRESS			PHONE
RELATIVES WHO HAVE KNOWN YOU EXTREMELY WELL LIST 2				
NAME	ADDRESS			PHONE
NAME	ADDRESS			PHONE

EMPLOYMENT HISTORY

LIST EACH JOB HELD. Start with your present or last job. Account for all time during the last 5 years including periods of unemployment.

EMPLOYER		PHONE NUMBER ()	WORK PERFORMED, BE SPECIFIC
ADDRESS			
TYPE OF BUSINESS	DATES OF EMPLOYMENT (FROM - TO)		
YOUR JOB TITLE	PAY RATE/SALARY		
SUPERVISOR'S NAME	REASON FOR LEAVING		
EMPLOYER		PHONE NUMBER ()	WORK PERFORMED, BE SPECIFIC
ADDRESS			
TYPE OF BUSINESS	DATES OF EMPLOYMENT (FROM - TO)		
YOUR JOB TITLE	PAY RATE/SALARY		
SUPERVISOR'S NAME	REASON FOR LEAVING		
EMPLOYER		PHONE NUMBER ()	WORK PERFORMED, BE SPECIFIC
ADDRESS			
TYPE OF BUSINESS	DATES OF EMPLOYMENT (FROM - TO)		
YOUR JOB TITLE	PAY RATE/SALARY		
SUPERVISOR'S NAME	REASON FOR LEAVING		
EMPLOYER		PHONE NUMBER ()	WORK PERFORMED, BE SPECIFIC
ADDRESS			
TYPE OF BUSINESS	DATES OF EMPLOYMENT (FROM - TO)		
YOUR JOB TITLE	PAY RATE/SALARY		
SUPERVISOR'S NAME	REASON FOR LEAVING		

Indicate any accomplishments or projects you completed in your previous employment.

Explain any gaps in employment.

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

Describe any training and/or experience with regards to computer related skills (i.e. software, programs, etc.)

Describe any goals you may have in the next 3 to 5 years.

General Job Description

Listed below are the general responsibilities and physical demands of being employed by Nella Oil Company. A job description specific to the position for which you are applying will be provided to you. It will contain the essential duties for the position. Other duties may be assigned as needed by your supervisor.

General Responsibilities

1. Perform tasks as assigned by your supervisor.
2. Stay familiar with the Company Personnel Handbook, Safety policies, Emergency procedures, and other Company policies and procedures.
3. Work in a "SAFE" manner at all times and report all accidents immediately.
4. Ability to read and comprehend instructions, correspondence, and memos.
5. Ability to calculate figures and perform general mathematic functions.
6. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
7. **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the team member is regularly required to stand, walk, sit, read, and hear. The team member is regularly required to use hands to operate a keyboard, ten-key, and telephone. The team member is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The team member must regularly lift and/or move hoses and fittings that weigh up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to focus.
8. **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the team member frequently sits and operates a keyboard or ten-key.
9. **CONFLICT OF INTEREST:** The team member must avoid all situations that may create a conflict of interest, including outside employment in a similar business.
10. **HARASSMENT:** The team member must perform his/her duties in a manner that is free from unlawful harassment

Have you received and read a job description for the position for which you have applied?	Yes _____	No _____
Are you able to perform all essential duties of the job for which you are applying?	Yes _____	No _____
If no, explain:		
Are you able to perform the duties shown above?	Yes _____	No _____
If no, explain:		

APPLICANT CERTIFICATION, AUTHORIZATIONS, AND UNDERSTANDINGS

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Nella Oil Company to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize my former employers to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in the application or conveyed during any interview which may be granted is intended to create an employment contract between myself and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by the General Manager.

I understand that if I am offered a position, that my employment is conditioned upon the successful completion of a drug test. In addition, I understand that should I refuse a request, tamper with a positive specimen, or receive a positive test result, I will be ineligible for employment.

I also understand that should I be employed by the Company, I agree that any disputes or claims relating to my employment with the Company shall be barred unless either a request for arbitration is submitted pursuant to Company policy, or filed no later than twelve (12) months after the first act, occurrence or omission upon which such dispute or claim is based. I agree that such a twelve (12) month period is reasonable and sufficient time for me to investigate and act upon any such claim or dispute. This provision shall survive any termination of my employment by the Company.

DATE

SIGNATURE OF APPLICANT