

# TIMES OIL CORPORATION

An Equal Opportunity Employer  
Application for Employment

1. Full Name \_\_\_\_\_  
First Middle Last
2. Address \_\_\_\_\_  
City State Zip
3. Telephone (home) \_\_\_\_\_ (cell) \_\_\_\_\_
4. Social Security Number - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**EDUCATION**

- a. Check highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12
- b. If you did not complete high school, do you have a high school equivalency diploma?  Yes  No
- c. Check number of years of post high school education 1 2 3 4 5 6 7

Name and Location of College	Hrs	Degree Received	Major or Specialty	Minor	Dates Attended
1 _____					
2 _____					
3 _____					

5. **EXPERIENCE** May we contact your present supervisor?  Yes  No

- a. **Job Title** \_\_\_\_\_ **Duties:** \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Immediate supervisor \_\_\_\_\_  
 Title \_\_\_\_\_  
 Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
 Dates \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_
- b. **Job Title** \_\_\_\_\_ **Duties:** \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Immediate supervisor \_\_\_\_\_  
 Title \_\_\_\_\_  
 Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
 Dates \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_
- c. **Job Title** \_\_\_\_\_ **Duties:** \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Immediate supervisor \_\_\_\_\_  
 Title \_\_\_\_\_  
 Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
 Dates \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

- d. Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, and special achievements or specialized skills: \_\_\_\_\_

6. **REFERENCES**

List names, addresses and relationships of three persons not related to you who know your qualifications:

Name	Address	Phone	Relationship

7. **MISCELLANEOUS**

- a. Check which shift you will accept:  Day  Evening  Night  Rotating  Weekends  
 b. Check which job status you will accept:  Full-time  Part-time  Either  
 e. List the geographic locations in which you are willing to \_\_\_\_\_  
 f. Are you legally eligible for employment in the United States?  Yes  No  
 g. Are you under the age of 18?  Yes  No If yes can you provide proof of your eligibility to work?  Yes  No  
 h. Do you have a valid drivers license?  Yes  No State \_\_\_\_\_ Number \_\_\_\_\_  
 i. Have you ever been in the Armed Forces?  Yes  No . Are you now a member of the National Guard?  Yes  No  
 j. Have you ever worked for Times Oil?  Yes  No When? \_\_\_\_\_ Where? \_\_\_\_\_  
     Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_  
 k. Have you ever been convicted for any violation(s) of law, including moving traffic violations.  Yes  No If YES, please provide the following:  
 Description of \_\_\_\_\_  
 \_\_\_\_\_  
 County, City, State of \_\_\_\_\_

8. Do you have relatives that work for the Company?  Yes  No If yes Whom? \_\_\_\_\_  
 9. Stocking shelves, general cleaning and lifting/carrying items (up to 50 pounds) may be required in the course of employment. Can you perform these duties?  Yes  No  
 10. Did a current employee of the company refer you to Times Oil?  Yes  No Employee Name \_\_\_\_\_  
 11. When will you be available to start work? \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 12. What are your salary expectations? \_\_\_\_\_

13. **APPLICATION WAIVER--**

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personal manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Times Oil practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Times Oil Corporation, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of Times oil Corporation. Both the undersigned and Times Oil Corporation may end the employment relationship at any time, without specific notice or reason. If employed, I understand that Times oil may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Times Oil permission to contact schools, all previous employers (unless otherwise indicated), references and others and release Times Oil from any liability as a result of such contact.

I understand that, in connection with the routine processing of my employment application, Times Oil may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. I also understand that a Drug Test will be required. Upon written request from me, Times Oil, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with Times Oil shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with Times Oil is terminable at will for any reason by either party.

I acknowledge that I have reviewed the job description and understand the position's physical requirements. I attest that there are no physical limitations affecting my ability to perform the job.

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

*Times Oil Corporation is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Times Oil depends solely on your qualifications.*