



EMPLOYMENT APPLICATION CLIPPER PETROLEUM, INC.



PERSONAL INFORMATION

Name _____ Soc. Sec. No. _____ Home Telephone # _____

Present Address _____

Previous Address _____

Have you ever worked for Circle M / Clipper Petroleum, Inc. before? If so, dates from _____ to _____. Position _____

Can we contact your present employer? Yes No

What position are you applying for _____ Full-time Part-time

Minimum Acceptable pay per hour _____

During what times are you available to work? _____

Are you willing to work nights? Yes No

Overtime? Yes No Weekends? Yes No Holidays? Yes No

When can you begin work? _____

Are you over 21? _____ (if no applicant is subject to minimum legal age verification).

Are you eligible for employment in the United States? Yes No

Identity and employment eligibility of all new hires will be verified as required by the immigration reform and control act of 1986.

Have you worked at any other convenience stores? Yes No

If yes, provide the names and dates of employment for every convenience store company for whom you have worked in the past. (If needed use additional paper). _____

The U.S. Secretary of Health and Human Services has determined that certain diseases, including hepatitis A, salmonella, shigella, staphylococcus, streptococcus, giardia, and compylobacter, may prevent you from serving food or handling food equipment in a sanitary or healthy fashion. An essential function of the job for which you are applying may involve serving food or handling food equipment in a sanitary and healthy fashion. Can you, with or without reasonable accommodation, perform this essential function of the job?

Yes No

LEGAL

Have you ever been convicted of a felony or other serious offense (other than a minor traffic violation)? Yes No If yes, please explain _____

SKILLS AND EXPERIENCE

Please list any special qualifications, training, education, skills, or experience that you feel warrant consideration by the company. _____

Please list any equipment operating abilities (10-key calculator, cash register, typewriter, personal computer, etc.) you have which might be useful on the job for which you are applying. _____

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	1.	2.
Full-time or part-time		
Major field of study (Degree)		
Credit Hours Completed		

WORK EXPERIENCE

(Beginning with the most recent, list all past employers. Attach additional sheet if necessary to complete work experience).

1

Name of Company		Type of Business		Address	City	State
Starting Date Mo. Yr.	Leaving Date Mo. Yr.	Starting Salary	Final Salary	Job Title		Name of Supervisor (Present or Last)
Type of Job <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Description of Duties		What did you like most?		What did you dislike?	
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain reasons/circumstances for changing or wanting to change jobs.						
If we contact this employer, would you expect them to say they would rehire you for the position you last held there? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain						Employer's Phone Number

2

Name of Company		Type of Business		Address	City	State
Starting Date Mo. Yr.	Leaving Date Mo. Yr.	Starting Salary	Final Salary	Job Title		Name of Supervisor (Present or Last)
Type of Job <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Description of Duties		What did you like most?		What did you dislike?	
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain reasons/circumstances for changing or wanting to change jobs.						
If we contact this employer, would you expect them to say they would rehire you for the position you last held there? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain						Employer's Phone Number

3

Name of Company		Type of Business		Address	City	State
Starting Date Mo. Yr.	Leaving Date Mo. Yr.	Starting Salary	Final Salary	Job Title		Name of Supervisor (Present or Last)
Type of Job <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Description of Duties		What did you like most?		What did you dislike?	
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain reasons/circumstances for changing or wanting to change jobs.						
If we contact this employer, would you expect them to say they would rehire you for the position you last held there? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain						Employer's Phone Number

4

Name of Company		Type of Business		Address	City	State
Starting Date Mo. Yr.	Leaving Date Mo. Yr.	Starting Salary	Final Salary	Job Title		Name of Supervisor (Present or Last)
Type of Job <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Description of Duties		What did you like most?		What did you dislike?	
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain reasons/circumstances for changing or wanting to change jobs.						
If we contact this employer, would you expect them to say they would rehire you for the position you last held there? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain						Employer's Phone Number

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 Circle M Food Shops/Clipper Petroleum, Inc. and its representatives to investigate my education, employment experience, criminal 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.

I understand Circle M Food Shops/Clipper Petroleum, Inc. may contact the appropriate credit bureau to obtain an investigative consumer report providing information about my credit/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 Circle M Food Shops/Clipper Petroleum, Inc. and its representatives, as well as any person to whom such inquiry is directed, from liability arising directly or indirectly from any such investigations.

Further, I understand that employment could be contingent upon successfully passing a pre-employment drug screening test. I understand my employment with Circle M Food Shops/Clipper Petroleum, Inc. 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 Circle M Food Shops/Clipper Petroleum, Inc. or myself. I understand that no employee or representative of Circle M Food Shops/Clipper Petroleum, Inc. 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 _____

Circle M Food Shops/Clipper Petroleum, Inc. is an equal opportunity employer. It is our policy to recruit, hire, train, and promote qualified applicants without regard to race, color, religion, sex, age, national origin, disability, handicap, veteran status or other areas covered by federal, state or local fair employment laws and regulations.