



Best Oil Company

30 NORTH EIGHTH STREET
CLOQUET, MINNESOTA 55720



Your Big Time Saver!

APPLICATION FOR EMPLOYMENT

All statements made by applicants for employment on this application form will be carefully checked for accuracy. We offer equal employment opportunities to all persons without regard to race, creed, religious denomination, age, national origin, color, handicap, status with regard to public assistance, disability, sexual orientation, marital status, sex, membership or activity in a local commission or political conviction. The use of this form does not mean there are positions open and does not obligate us in any way. This application will remain on active file for a period of 12 months from date of application.

PERSONAL INFORMATION

Name (Print) _____ Maiden or other: _____ Date: _____

Social Security Number: _____ Home Phone: _____ Other Phone: _____

Present address _____ City, State, Zip: _____

If at present address less than one year, please give previous address _____

Are you over the age of 18? Yes No If no, employment is subject to verification that you are of minimum legal age.

What languages can you read, speak, and write fluently? _____

Are you a citizen of the United States? Yes No If not a citizen of the U.S., can you provide Form 1-151 or Form 1-94 as proof that you can legally be employed in the United States? Yes No Do you intend to remain permanently in the U.S.? Yes No

Position applied for _____ How soon could you report to work? _____

Type of employment Full Time Part Time Temporary

What days and hours if part time? Days Su Mo Tu We Th Fr Sa Hours From: () AM PM To: () AM PM

EDUCATION

Type of School	Name and Address of School	Courses Majored In	Degree or Diploma
High School			
College			
Trade or Business College			

EMPLOYMENT HISTORY

Have you applied for a job with us before? Yes No Have you ever worked for us before? Yes No

How did you come to apply? Employee Referral Former Employee High School Recruitment
 College Recruitment Newspaper Ad Walk-in Other _____

Have you ever been convicted of a crime except a minor traffic violation? Yes No If so, state date, court and place where offense occurred. _____

(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question)

Have you ever been discharged or requested to resign from a position? Yes No If so, please explain. _____

Does present employer know you plan employment change? Yes No Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

How much time have you lost from work during this past year? _____

PRIOR WORK RECORD (Start with the most recent or present employer)

1. Name, Address & Phone of Employer		Phone
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for Leaving		
2. Name, Address & Phone of Employer		Phone
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for Leaving		
3. Name, Address & Phone of Employer		Phone
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for Leaving		

SERVICE IN U.S. ARMED FORCES	
Have you served in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date active duty started _____	
Which service? _____ What branch of that service? _____ Starting rank? _____	
Final rank? _____ What were your duties? _____	

REFERENCES		
(Do not list relatives or former employers)		
Name _____	Address _____	Occupation _____
Name _____	Address _____	Occupation _____
Name _____	Address _____	Occupation _____

JOB APPLICANT'S AGREEMENT AND CERTIFICATION	
<p>"I certify that the information given by me in this application is true in all respects, and I agree that if employed and it is found to be false in any way, that I may be subject to dismissal without notice, if and when it is discovered. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I further agree, if employed, that I am to work faithfully and diligently, to be careful and avoid accidents, to come to work promptly, and I am not to be absent for any reason without prior notice to my supervisor, and that employment is terminable at the will of either the employee or employer.</p> <p>I agree to submit to a physical examination whenever requested and, if employed, I agree to observe all present and subsequently issued personnel policies and rules. These rules and policies are intended to guide the organization in its relationship with its employees. It is not a contract of employment, and I do not construe it as such. Policies and rules which are issued are not conditions of employment. I understand that the employer may revise policies or procedures, in whole or in part, at any time, with or without notice."</p>	

Signature of Applicant _____ Date _____