

Team OILSTOP® Application

Name (Last, Middle, First)	Date today
Location you applied at	Position applied for

Equal Opportunity Employer

Oilstop 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 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**. You may include a resume, if you wish, but a fully-completed application is necessary for employment consideration. If you do not understand any portion of the application, ask a store manager to explain what you don't understand.
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** on the back page 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 will be considered active for a period of time not to exceed 45 days, after which you must re-apply.

OUR MISSION:

We will 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 teamwork
5. *A polite, clean-cut image* - Perception is everything
6. *Professionalism* - Know what to do; do what you know

THANK YOU FOR YOUR INTEREST IN BECOMING PART OF THE OILSTOP TEAM!

PERSONAL INFORMATION

Name (First, Middle, Last) _____

Phone Number(s) Phone #1: _____
 Phone #2: _____ Phone #3: _____

Social Security Number (optional) _____

Current Street Address _____

City, State, Zip Code _____

Email: _____

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

Rate your English language communication skills - from 1 (poor) to 10 (excellent)? 1 2 3 4 5 6 7 8 9 10

Other languages spoken: _____

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 the job requires it? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

Yes No

Proof of employment eligibility documentation will be required upon employment.

POSITION REQUESTED

Position(s) applied for: _____

How did you learn about this position? Walk-in Relative/Friend Ad (list publication) _____
 Employee (give name) _____ Other (specify) _____

What is your desired or expected compensation range? _____

AVAILABILITY

Are you 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

If hired, when could you begin work? _____ Do you have reliable transportation to work? Yes No

What length of commitment (months/years) are you willing to make to this job? _____

EDUCATION

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

PERSONAL INFORMATION

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 a credit check may be required and that, if needed, I will receive further information.

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 Oilstop, Inc.

SIGNATURE OF APPLICANT

DATE

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

FIRST INTERVIEW

Interviewer

Date

SECOND INTERVIEW

Interviewer

Date