



Warrenton Oil Co.
A Baker Family Company

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Name
Address Apt. No.
City State ZIP Phone Alternate No.
Have you ever worked for Warrenton Oil Company Before?
If so, dates? From to Position Location
Can present employer be contacted?
For what position or type of work are you applying?
Desired starting pay: \$ per
How many hours per week do you want to work?
During what times of the week are you NOT available to work?
Please list any computer skills:
If applying for a non-office position list any maintenance or warehouse skills here:

Employees may be required to work hours other than those preferred or assigned.

Do you have reliable transportation?
When could you begin work?
Are you at least 18 years old?

EDUCATION

Highest elementary or high school grade completed:
Did you graduate from high school?
Name and location of college, university, business, or trade school
Dates attended: From to
Major field of study
Degree earned: Title Date
Hours credit

LEGAL

Are you willing to take a written honesty or urinalysis drug test now and in the future?
Yes No, explain

List all convictions or pleas of guilty, no contest, no lo contendere, or suspended imposition of sentence for breaking the law you have received in the last 7 years (include misdemeanor convictions). Also list any felony convictions you have received in your adult lifetime.

Table with 3 columns: Date, Violation (ie. Misdemeanor, SES, etc.), Explanation (ie. Assault 1st degree, Bad Check, etc.)



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WORK EXPERIENCE

Present or Last Employer _____		Type of Business _____		
Address _____		City _____		State _____
Starting Date _____	Ending Date _____	Starting Salary _____	Final Salary _____	Job Title _____
<small>Month/Year</small>	<small>Month/Year</small>			
Reason For Leaving _____				
Type of Job _____	Hours per Week _____	Job description and responsibility _____		
<input type="checkbox"/> Full-time	_____	_____		
<input type="checkbox"/> Part-time	_____	_____		
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 _____				
Name of Supervisor _____		Phone No. _____		

Next Last Employer _____		Type of Business _____		
Address _____		City _____		State _____
Starting Date _____	Ending Date _____	Starting Salary _____	Final Salary _____	Job Title _____
<small>Month/Year</small>	<small>Month/Year</small>			
Reason For Leaving _____				
Type of Job _____	Hours per Week _____	Job description and responsibility _____		
<input type="checkbox"/> Full-time	_____	_____		
<input type="checkbox"/> Part-time	_____	_____		
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 _____				
Name of Supervisor _____		Phone No. _____		

Next Last Employer _____		Type of Business _____		
Address _____		City _____		State _____
Starting Date _____	Ending Date _____	Starting Salary _____	Final Salary _____	Job Title _____
<small>Month/Year</small>	<small>Month/Year</small>			
Reason For Leaving _____				
Type of Job _____	Hours per Week _____	Job description and responsibility _____		
<input type="checkbox"/> Full-time	_____	_____		
<input type="checkbox"/> Part-time	_____	_____		
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 _____				
Name of Supervisor _____		Phone No. _____		

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 Warrenton Oil Company and its representatives to investigate my education and employment experience 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 Warrenton Oil Company may contact the appropriate credit bureau to obtain an investigative consumer report providing information about my 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 Warrenton Oil Company and representatives, as well as any person to whom such inquiry is directed, from any liability arising directly or indirectly from any such investigations.

Further, I understand that employment will be contingent upon successfully passing a post-offer drug screening test in compliance with Warrenton Oil Company Drug Policy.

I understand my employment with Warrenton Oil Company 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 Warrenton Oil Company or myself. I understand that no employee or representative of Warrenton Oil Company 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: _____

Warrenton Oil Company is an equal opportunity employer. All applications for employment will be considered without regard to race, color, religion, sex, national origin, disability, or age (over the age of 40).

This application will remain active for 45 days. After that time, it must be renewed by the applicant if he/she wishes to be reconsidered for employment.

Thank you for applying.

