



Please Print Clearly Today's Date: _____

Applications are active for 30 days. If you have not been hired within 30 days and wish to be considered for positions that become available at a later date, you must fill out a new application or update your old application. Please do so in person.

JOB INTEREST

List below any skills and/or training that may be important in considering you for employment:

PERSONAL INFORMATION

Social Security Number	Employee Name (Last)	(First)	(Middle Initial)
Current Address			
Street & Number	City	State	Zip Code
Previous Address (If resided at current address less than 2 years)			
Street & Number	City	State	Zip Code
What store, city and state do you want to be considered for?			
Home Phone Number	Position Applying For	Pay Expected	Date Available to Start
Alternate Phone Number	Are you at least 21 years of age? Yes No If no, date of birth	If an offer of employment is made to you, can you provide evidence of identity and work authorization as required by the Immigration Reform and Control Act? Yes No	
How did you learn about our organization?			
Have you ever applied for a job with West Oil Company? Yes No If yes, when/where?		Were you previously employed by West Oil Company? Yes No If yes, when/where?	
List any friend or relatives who work for West Oil Company?			
Name	Store Location	Relationship	
Are you currently: Employed? Yes No A student? Yes No On leave of absence? Yes No			
Have you been convicted of a felony or misdemeanor, except a minor traffic violation, in the last seven (7) years? Yes No (Note: A conviction will not necessarily disqualify you from employment.) If yes please explain.			Have you ever been discharged from a job?

AVAILABILITY

What type of employment are you seeking:
(Check the classification you are willing to work.)

Full-time (More than 35 hours per week) _____
Part-time (Less than 35 hours per week) _____

Number of hours you would prefer to work each week: _____
Maximum number of hours you can work each week: _____
How soon can you start working? _____

To help us consider you for a job that matches your availability, please tell us the earliest time and the latest time you can work each day by filling out the chart on the right.

Day	Earliest Time	Latest Time
Sun.		
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		
Sat.		

If hired, the hours you have listed will be taken into consideration in our scheduling process. If you have any conflicts please list them:

WORK HISTORY

LIST WORK HISTORY BELOW BEGINNING WITH THE CURRENT OR MOST RECENT EMPLOYERS AND MILITARY SERVICE			
Name	Position	Starting Date	Pay Rate
Address	Supervisor	Date of Leaving	
City State Zip	Reason you left		
Tel. #			
Name	Position	Starting Date	Pay Rate
Address	Supervisor	Date of Leaving	
City State Zip	Reason you left		
Tel. #			
Name	Position	Starting Date	Pay Rate
Address	Supervisor	Date of Leaving	
City State Zip	Reason you left		
Tel. #			
State the reason and length of any activity between employers			
May we contact your present employer for a work reference? Yes No To assist us in verifying your prior employment, have you ever worked under another name? Yes No If yes, when? If yes, list name			

EDUCATION

LIST ALL HIGH SCHOOL, COLLEGE, UNIVERSITY OR TECHNICAL TRAINING	YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR CERTIFICATE

IMPORTANT

APPLICANT'S AGREEMENT AND CERTIFICATION

READ BEFORE SUBMITTING

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I hereby authorize all my previous employers to furnish any information concerning my personal character, work habits or employment record, and I release all such persons from liability for damages incurred as a result of furnishing such information.

I understand that any employment relationship entered into between myself and West Oil Company shall be for an indefinite term and said employment shall be terminable at the will of either party without cause.

West Oil Company is an equal opportunity employer. Our policy is to consider all applicants for employment based on their qualifications and our current job vacancies. Applicants are considered without regard to race, color, religion, sex, national origin, age or disability.

Applicant's Signature _____ Date _____

Thank you for your interest in West Oil Company. Our commitment to dazzling our customers with great service starts with hiring the most qualified candidates that we possibly can. We believe great people will lead us where we want to go, as demonstrated in the West Oil Motto:

Employee Satisfaction
leads to
Service Quality
which causes
Customer Satisfaction
and leads to
Return Business
which drives
Growth and Profitability

Please read this basic list of standards, and if you feel you can comply, please sign and continue the application process.

- All employees will undergo reference checks from their past jobs. Please give specific time periods worked and location of business.
- West Oil Company also reserves the right to conduct background checks through DMV, credit bureaus, criminal courts, etc. Falsification of any information provided to West Oil Company can result in disqualification or termination after hire.
- West Oil Company seeks to provide a safe, drug free workplace. Employees may be asked to undergo testing for controlled substances. Positive results may result in termination.
- West Oil Company does use extensive security measures such as cameras, mystery shoppers, and in-store detectives. Please be aware that they are for the protection of West Oil Company's people and property. All incidences of theft will be prosecuted to the full extent of the law.
- Customer service is the #1 priority in our company, and intentional rudeness or abusive behavior to a customer will result in termination.

I have read and understand the employee selection process at West Oil Company.

 Applicant's Signature

 Date

Below are some of the working conditions at West Oil Company. If you have any objections, please select NO and explain below.

NOTE: An objection does not necessarily disqualify an applicant from consideration.

Would you:

Come in to work on a scheduled day off?	YES NO	Circle the numbers below that best describes you. One is average, five is excellent.
Work nights, weekends, and/or holidays, including Thanksgiving and Christmas?	YES NO	
Work a schedule that can change from week to week?	YES NO	FRIENDLINESS 1 2 3 4 5
Report to work on time as scheduled?	YES NO	HELPFULNESS 1 2 3 4 5
Work drug and alcohol free?	YES NO	WORK ETHIC 1 2 3 4 5
Clean the restrooms and parking lot as needed?	YES NO	HONESTY 1 2 3 4 5
Work at another nearby Markette?	YES NO	TEAM PLAYER 1 2 3 4 5
Wear a uniform and a smile and make each customer feel welcome?	YES NO	

Please explain objections you may have to any of the conditions noted above, such as the desire for a part-time schedule.



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