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601-932-6868 phone  
601-932-6802 fax

Dear Applicant:

Thank you for choosing Capital Oil, Inc., to help you meet your employment and career goals. We appreciate the time you are taking to complete our standard application process.

Capital Oil is committed to providing a safe and comfortable environment for our employees, our customers, and our community, as well as offering all employees the security of knowing that their coworkers are trustworthy, safety oriented, and drug-free.

In order to meet these safety & security goals, in addition to requiring that all potential new employees will be tested for illegal drugs, Capital Oil (with your written authorization) also conducts a thorough background screening. If you are considered for employment, please note that some or all of the following employment screenings will be performed:

- Capital Oil may conduct a CRIMINAL RECORDS CHECK.
- Capital Oil may contact PREVIOUS EMPLOYERS & EDUCATION OFFICIALS.
- Capital Oil may verify your PROFESSIONAL LICENSE STATUS & CREDENTIALS (if appropriate).
- Capital Oil may check your DRIVING RECORD (if your job involves driving a company or private vehicle).
- Capital Oil may check your EMPLOYMENT CREDIT REPORT (if appropriate and legally permissible).
- Capital Oil may check your WORKER'S COMPENSATION REPORT HISTORY (when and as permitted by law).
- Capital Oil may request additional levels of background screening when appropriate.

With this in mind, if there are any issues that you feel need to be resolved before you submit your application and are considered for employment, please discuss them with us or return at another time to complete your initial paperwork.

ALSO, PLEASE COMPLETE THE APPLICATION IN ITS ENTIRETY. BLANK FIELDS WILL NOT BE ACCEPTED.

Again, thank you for considering Capital Oil, Inc., and we look forward to reviewing your application.

**Job Summary for Car Wash Attendants**  
**(Partial List)**

- Provide top quality, fast and friendly customer service.
- Reports to work on time and follows the dress and appearance code.
- Must show up to work rested and ready to stand and work for 8-10 hours per day.
- Must be able to work in a fast paced environment while providing friendly, safe customer service.
- Must be able to follow policies and procedures in place and newly implemented policies as they arise.
- Must be able to lift up to 25 pounds for restocking inventory and supplies.
- Able to communicate productively with the manager and all co-workers.
- Must be able to exercise discernment about whether or not a vehicle can safely enter the car wash bay.
- Must greet all customers upon entering the car wash area and thank each customer as they enter the car wash.
- Must maintain good overall store and property conditions by cleaning and performing general housekeeping duties.
  - This person is responsible for keeping the parking lot clean and free of debris.
  - Confirm that windshield cleaner, squeegees and blue towels are clean and stocked at all times.
  - Keep air & vacuum machines clean at all times.

**Job Summary for Cashiers**  
**(Partial List)**

- Responsible for all the responsibilities listed in the “Job Summary for Car Wash Attendants”.
- Must greet all customers upon entering the store and thank each customer as they leave.
- Must maintain good overall store and property conditions by cleaning and performing general housekeeping duties.
  - Cleaning of restrooms, beverage area, cashier area, cooler, floors, doors, and windows as well as the outside free of excess paper and trash.
- Must complete all sales in accordance with government regulations. Must id on beer and cigarette purchases.
- Able to work in cooler while stocking.

**Job Summary for C-Store Managers**  
**(Partial List)**

- Responsible for all the items in the above lists.
- Follow and enforce all company policies.
- Monitor daily competitors gas prices.
- Motivates all cashiers to suggest sells.
- Enforce daily procedures to ensure the store remains clean at all times.
- Control inventory loss while maintaining a proper inventory level.
- Enforces disciplinary action according to company policy when needed.
- Assist in the hiring process.
- Completes paperwork in a timely manner according to company policy.
- Implements bi-weekly specials.
- The manager is responsible for following the scheduling, training, store profits, labor, cash shortages and all other controllables while supervising employees.

Applicants Signature\_\_\_\_\_ Date\_\_\_\_\_

# Capital Oil, Inc.

## Employment Application

Name (Last, First, Middle) \_\_\_\_\_ Date \_\_\_\_\_

Present Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Home Phone (\_\_\_\_) - \_\_\_\_\_ Business Phone (\_\_\_\_) - \_\_\_\_\_ Social Security Number \_\_\_\_\_

Are you 21 or older? \_\_\_\_\_ Are you applying for a Driver's Position? \_\_\_\_\_ If so, are you DOT qualified? \_\_\_\_\_

For what job(s) are you applying? \_\_\_\_\_

Can you work any shift? \_\_\_\_\_

### Education

High School \_\_\_\_\_

Colleges or Universities \_\_\_\_\_ Major \_\_\_\_\_

Vocational, Business or Other Schools \_\_\_\_\_ Major \_\_\_\_\_

### Employment History

Begin With the Most Recent Employer

**Name of Employer** \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

**Name of Employer** \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

**Name of Employer** \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Job Title \_\_\_\_\_ Salary \_\_\_\_\_ Hours Worked Per Week \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

### General Information

Have you ever been employed by this company?\_\_\_\_\_ If yes, location and dates?\_\_\_\_\_

If driving is an essential function of the job, do you have a valid driver's license? \_\_\_\_ If yes, license #\_\_\_\_\_State\_\_\_\_\_

Have you ever been convicted of a crime?\_\_\_\_\_ If yes, state particulars\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional comments you feel are important to the consideration of your application\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Hours of Availability

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

I am applying for a position with Capital Oil, Inc. If I am employed, I agree that my employment with the Company is at the will of the Company, which means that the Company has the right to discharge me for any reason whatsoever. I also understand that I may be terminated or laid off at the discretion of the Company. I expressly agree to and understand that this is the entire agreement between the Company and myself on the subject of discharge, termination and/or layoff, and it may be changed only by an agreement in writing, signed by the President of the Company. I agree to conform to the Company's rules, and I also agree that I shall be subject to other conditions which the Company may adopt and change at its sole discretion.

I affirm that the information on this application is true and complete, and that intentional deception herein may be considered as cause for disqualification or dismissal if employed.

I have read and/or had explained to me the job description and corresponding physical and mental requirements of the position for which I am applying. I can perform all job duties with or without reasonable accommodation. Yes or No?\_\_\_\_\_

I am requesting the following accommodation:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_