

# Shay Oil Company Pre-Employment Application

Please write legibly, using black or blue ink only. All information *must* be filled out completely to be considered. A resume will be accepted, but you still *must* fill out this application. Please be *TRUTHFUL* on info you provide! (This includes dates and phone numbers where indicated. *We do background checks!*).  
By listing a particular location you want to work at may limit your options, then you may want to list "ALL" when asked

Date \_\_\_\_\_ If you are interested ONLY in a particular store location, which store: \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
Position Applying for: \_\_\_\_\_ Wage Expected \_\_\_\_\_ Date Available for work: \_\_\_\_\_  
Are you seeking: Full time \_\_\_\_\_ Part time \_\_\_\_\_ Temporary \_\_\_\_\_ Permanent \_\_\_\_\_  
Are you willing to work any day, shift, or hours assigned? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, what times/days would you be unable to work: \_\_\_\_\_  
Special training or skills: (cashier or retail experience, languages etc.) \_\_\_\_\_

## *Work History (Please list all from the last 5 years. You May attach on separate piece of paper, if needed.)*

(All information *MUST* be filled out *COMPLETELY*. Please include area codes).

Company Name	Phone	Reason for leaving ( <i>Be Specific</i> )
Supervisors Name	From	To
Position Held	Pay Range	Zip Code of Company <i>If Not Yuma</i>

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*Please Continue To Back Section*



*Below is for Office/ Store Use Only: (Circle correct response)*

Pre-Interview Check: Yes No Approved / not approved By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Managers: References checked? Yes No





Authorization For The Release Of Personal Data
Record Information



To Whom It May Concern:

In connection with my application for employment with Shay Oil Company, Inc., I hereby authorize and request any present or former employer, school, financial institution, or other persons having documents or personal knowledge about me to furnish bearer with any documents and information in their possession regarding my employment, attendance, performance, reasons for ending employment, educational history, and degrees received. I am willing that a photocopy of this authorization be accepted with the same authority as the original.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_
First Middle Last

Date: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

Birth Date: (Due to minimum age requirements): \_\_\_\_/\_\_\_\_/\_\_\_\_

Highest Grade of School Completed: \_\_\_\_\_

If you have not graduated from High School, do you have a G.E.D? Yes \_\_\_ No \_\_\_ ) If yes, what year: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Have you ever been convicted of a Felony or a Misdemeanor? Any pertinent info we may find? Yes \_\_\_ No \_\_\_

(Non-disclosure of information could exclude you from consideration. Please be truthful. Also state if you have been released from prison in the last 10 years)

Three horizontal lines for providing details on convictions.

(A record or conviction does not necessarily disqualify you from employment consideration. Please explain in space above. Do not write "I'll explain at interview").

If hired can you provide proof of eligibility to work in the United States prior to your start date? Yes \_\_\_ No \_\_\_

Do you have any relatives who are employed by Shay Oil Co.: Yes \_\_\_ No \_\_\_

If yes to the above question, state their name, relationship to you and where they work on line below:

Horizontal line for providing names and relationships of relatives.

Are you able to perform all the essential functions of the job you are applying for with or without accommodations: Yes \_\_\_ No \_\_\_

If hired, is there anything that may prevent you from reporting to work each scheduled day on time? Yes \_\_\_ No \_\_\_ Explain \_\_\_\_\_

If you have prior employment with Shay Oil, please list dates, location and Managers name: \_\_\_\_\_

NOTE: Shay Oil Company has no light duty positions available.

Shay Oil Is An Equal Opportunity Employer

Shay Oil Company hires only U.S. Citizens and lawfully authorized workers. Your name, social security number and other pertinent information will be verified through the Homeland Security E-Verify Program. The law prohibits discrimination because of race, color, religion, sex, age, national origin, or a disability which may be reasonably accommodated.