

Guillory Oil Company, Inc.

Employment Application

An Equal Opportunity Employer

Guillory Oil Company is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

Applicant Information

Applicant Information		
Name		
Cell Phone	Alternate Phone	
Email Address		
Home Address		
City	State	Zip Code
How were you referred to Guillory Oil Company?		

Employment Positions

Employment Positions	
Position applying for:	
Regular part time work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Regular full time work? <input type="checkbox"/> Yes <input type="checkbox"/> No
What days and hours are you available for work?	
If hired, what date can you start? ____ / ____ / ____	
Can you work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you work evenings? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you available to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Salary desired: \$ _____

Personal Information

Personal Information
Have you ever applied to / worked for Guillory Oil before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain (include dates): _____
Do you have any friends, relatives, or acquaintances working for Guillory Oil? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state name and relationship: _____
If hired, would you have transportation to/from work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, subject to verification of minimum legal age)
If hired, are you willing to submit to and pass a controlled substance test? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe the functions that cannot be performed: _____ _____ _____
<small><i>Note: Guillory Oil Company complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.</i></small>

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please describe the crime—state the nature of the crime(s), when and where convicted and disposition of the case:

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

Education, Training and Experience

High School	School Name		
	School Address		
	City	State	Zip Code
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, number of years completed _____
	Degree/diploma earned? <input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University	School Name		
	School Address		
	City	State	Zip Code
	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, number of years completed _____
	Degree/diploma earned? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Military	Are you a member of the armed services? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	What branch of the military did you enlist?		
	What was your military rank when discharged?		
	How many years did you serve?		
	What military skills do you possess that will be an asset for this position?		

Previous Employment

Employer Name		Job Title
Employer Address		Employer Phone
City	State	Zip Code
Employer Telephone	Dates of Employment	
Reason for leaving		
Employer Name		Job Title
Employer Address		Employer Phone
City	State	Zip Code
Employer Telephone	Dates of Employment	
Reason for leaving		
Employer Name		Job Title
Employer Address		Employer Phone

City	State	Zip Code
Employer Telephone	Dates of Employment	
Reason for leaving		

References	
Full Name	Relationship
Company	Title
Address	Phone Number
Full Name	Relationship
Company	Title
Address	Phone Number
Full Name	Relationship
Company	Title
Address	Phone Number

**** PLEASE READ CAREFULLY BEFORE SIGNING ****

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Guillory Oil Company (hereinafter referred to as "GOC") that such employment with GOC is at will, for no specified duration and may be terminated by either GOC or myself at any time, with or without cause or notice.

I understand that none of the documents, policies, procedures, actions, statements of GOC or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of GOC except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of GOC.

In consideration for employment with GOC, if employed, I agree to conform to the rules, regulations, policies and procedures of GOC at all times and understand that such obedience is a condition of employment. I understand that due to the nature of GOC's business, attendance and punctuality are considered essential requirements of every job at GOC and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with GOC, I may be required to submit to a medical examination, drug screening and/or background check as a condition of employment. I understand unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to GOC and/or any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature of Applicant _____

Date ____ / ____ / ____

***Employment applications should be emailed to
info@guilloryoil.com***