

# 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. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

*Please print and fill out all sections*

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

Employment Positions	
Position applying for:	
Temporary Work (summer or holiday) <input type="checkbox"/> Yes <input type="checkbox"/> No Date you can start? ____/____/____	
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, on 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"/> N	
Salary desired: \$ _____	

Personal Information

Have you ever applied to / worked for Guillory Oil before?  Yes  N

If yes, please explain (include date):

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Do you have any friends, relatives, or acquaintances working for Guillory Oil?  Yes  N

If yes, state name & relationship:

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If hired, would you have transportation to/from work?  Yes  N

Are you over the age of 18?  Yes  N (If no, subject to verification of minimum legal age)

If hired, able to present evidence that you legally can work in the United States?  Yes  N

If hired, are you willing to submit to and pass a controlled substance test?  Yes  N

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?  Yes  N

If no, describe the functions that cannot be performed:

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**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.

Have you ever been convicted of a criminal offense (felony or misdemeanor)?  Yes  N

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

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**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?  Yes  No If no, number of years completed: \_\_\_\_\_

Degree/diploma earned?  Yes  No

### College/University:

School name:

School address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Did you graduate?  Yes  N If no, number of years completed: \_\_\_\_\_

Degree/diploma earned? \_\_\_\_\_

**Military:**

Branch: _____	Rank: _____	Total Years of Service: _____
Skills/duties: _____ _____		
Related details: _____ _____		

**\*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-employments 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 of its representatives, agents or vendors and I release all parties involved from any and all liability for 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](mailto:info@guilloryoil.com)

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