



The Well-Oiled Machine®

EMPLOYMENT APPLICATION

Applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

PERSONAL INFORMATION:

Date _____ Start Date _____

Full Time Part Time Referral Source _____

Name: _____

Street Address: _____ Phone: _____

City/State/Zip: _____ SSN: _____

Have you ever been convicted of or charged with a felony or misdemeanor: Yes No If yes, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case:

Have you, or any person or entity with whom you have been associated with, filed for bankruptcy, been declared bankrupt or insolvent or been the subject of any receivership proceedings within the last 7 years?

Yes No

If Yes, please provide full details, including dates, places, amounts involved and disposition:

EDUCATION:

Schools/Colleges Attended:	# Years	Year Grad	Degree
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT/WORK EXPERIENCE: Start with your present or most recent position. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

Employer: _____

Job Title: _____ Supervisor: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): From _____ To _____

PERSONAL REFERENCES: Please provide names, addresses, phone numbers, relationship and how long known for 3 personal references.

Name: _____

Relationship: _____

Street Address: _____

How long: _____

City/State/Zip: _____ Phone: _____

Name: _____

Relationship: _____

Street Address: _____

How long: _____

City/State/Zip: _____ Phone: _____

Name: _____
Relationship: _____
Street Address: _____
How long: _____
City/State/Zip: _____ Phone: _____

SPECIAL SKILLS: Describe any special skills or qualifications for this work:

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize Jiffy Lube, to investigate any statement contained in this application, and to obtain a credit report on me (and my company if this application is for reselling by a company) as necessary to determine my qualifications. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in immediate termination.

I UNDERSTAND that the Company may require a physical examination and/or urine or blood screening as a condition of employing me. If I refuse to have a physical examination, then the Company may not hire me. If I have a physical examination, I agree that the Company may have a sample of my urine or blood tested to determine whether alcohol and/or certain drugs are present. The company may have the results of any such tests reported directly to the company. If any urine or blood test shows the presence of alcohol and/or certain drugs, then the Company may not hire me.

I UNDERSTAND that if I am hired by the Company, I may have access to training manuals and policy manuals developed by the Company and/or Jiffy Lube International, Inc. I understand those manuals may include confidential information. I agree not to make copies of any of those manuals or tell anyone who is not employed by the Company any of the information in those manuals.

If the Company offers me a job, and if I accept it, then I promise to comply with the Company's policies that are relevant to my employment. I understand that the Company may change its policies from time to time without giving me any notice before a change is made.

If the Company offers me a job, and if I accept it, then I understand I will be employed "at will." The company reserves the right to terminate my employment at any time and make not be liable to me for anything but the salary or wages I have earned at the time of termination.

Signed: _____
Date: _____
