

# EMPLOYMENT APPLICATION



LUBRICANT COMPANY

An Equal Opportunity Employer

**CONFIDENTIAL**

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Home Phone#: \_\_\_\_\_

Cell Phone#: \_\_\_\_\_

Email: \_\_\_\_\_

Position desired? \_\_\_\_\_

Driver's License No: \_\_\_\_\_

State of Issue: \_\_\_\_\_

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

*Can you perform the essential functions of the position for which you are applying?*

*If no, please explain. (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question)*

When would you be available to begin work? \_\_\_\_\_

*Are you legally eligible to be employed in the United States?*

*(Proof of identity and eligibility will be required upon employment)*

*Are you over the age of 18 years?*

*(If no, you may be required to provide authorization to work.)*

*Have you ever been convicted of a crime that hasn't been expunged by a court?*

*If yes, please explain:* \_\_\_\_\_

*(A conviction will not necessarily be a bar to employment)*

*Have you ever worked for this Company before?*

*If yes, when? (Give dates)* \_\_\_\_\_ *Job Title:* \_\_\_\_\_

*Do you have any relatives or friends who work for the Company?*

*If yes, please provide name(s):* \_\_\_\_\_

*Are you available to work (check all that apply): Full-Time*

*Nights*

*Weekends*

**EDUCATION**

High School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Did you graduate? \_\_\_\_\_

Trade School Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Area of Study: \_\_\_\_\_ Did you graduate? \_\_\_\_\_

College Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Degree(s) Obtained: \_\_\_\_\_ Did you graduate? \_\_\_\_\_  
Major: Grade Average: \_\_\_\_\_

College Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Degree(s) Obtained: \_\_\_\_\_ Did you graduate? \_\_\_\_\_  
Major: Grade Average: \_\_\_\_\_

**LAST OR PRESENT POSITION**

Company Name: \_\_\_\_\_ Employment: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Name and title of immediate supervisor: \_\_\_\_\_  
Annual base earnings at start \$ \_\_\_\_\_ Final or current base annual earnings \$ \_\_\_\_\_  
Reason(s) for leaving: \_\_\_\_\_  
May we contact employer? \_\_\_\_\_ If no, explain: \_\_\_\_\_

**PREVIOUS POSITION**

Company Name: \_\_\_\_\_ Employment: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Name and title of immediate supervisor: \_\_\_\_\_  
Annual base earnings at start \$ \_\_\_\_\_ Final or current base annual earnings \$ \_\_\_\_\_  
Reason(s) for leaving: \_\_\_\_\_  
May we contact employer? \_\_\_\_\_ If no, explain: \_\_\_\_\_

**PREVIOUS POSITION**

Company Name: \_\_\_\_\_ Employment: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Title: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Name and title of immediate supervisor: \_\_\_\_\_  
Annual base earnings at start \$ \_\_\_\_\_ Final or current base annual earnings \$ \_\_\_\_\_  
Reason(s) for leaving: \_\_\_\_\_  
May we contact employer? \_\_\_\_\_ If no, explain: \_\_\_\_\_

Please list any other job related experience, skills or activities including United States military service experience, not described above, which you would like us to consider in evaluating your qualifications for the position sought.

*I hereby state that information in this employment application is complete and true to the best of my knowledge. I understand that misstatement of facts, falsification of information, or any other misrepresentations will be considered sufficient grounds for the Company to disqualify me for consideration prior to my employment, or grounds for my immediate dismissal if such information should become known after I join D-A Lubricant Company, Inc. or any of its Divisions or subsidiaries. I hereby authorize you to contact educational institutions and employers (except where I have indicated otherwise) to verify the information shown on this application and to obtain information about me kept by any consumer reporting agency, and to make other inquiries concerning my character, reputation and demeanor. I understand I have the right to request from D-A Lubricant Company, Inc., in writing, the nature and scope of any investigation requested, I also understand that the release of the information disclosed to D-A Lubricant Company, Inc. is only for the official use of D-A Lubricant Company, Inc. with respect to my application for employment and for no other purpose.*

*All employment with the Company is at-will by both parties and may be terminated, at any time, by myself or the Company. Any oral comments contrary to the at-will nature of the employment are not binding on the Company unless agreed to, in writing and signed by me and an authorized officer of the Company. Verification of eligibility to be employed within the country will be required at time of hire.*

**Your Signature** \_\_\_\_\_ **Date** \_\_\_\_\_