



# Employment Application

## Personal Information

Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No. \_\_\_\_\_

Have you ever applied at Qik-n-EZ before?  Yes  No Cell No. \_\_\_\_\_

If so, when? \_\_\_\_\_

Have you ever worked at Qik-n-EZ before:  Yes  No

If so, dates: From \_\_\_\_\_ to \_\_\_\_\_ Position \_\_\_\_\_ Store \_\_\_\_\_

Can present employer be contacted?  Yes  No

Do you have reliable transportation?  Yes  No

For what position are you applying?

Full-time store assistant manager

Sales Associate

Lot/Maintenance

Desired starting pay: \$ \_\_\_\_\_ per \_\_\_\_\_ How many hours per week do you want to work? \_\_\_\_\_

When applying for store position, check areas of town you are willing to work.  North  South  East  West

During what times are you available to work? \_\_\_\_\_

Are you willing to work: Evenings?  Yes  No Overnights?  Yes  No Weekends?  Yes  No Holidays?  Yes  No

For part-time applicants, please enter the shifts/hours you are available to work.

Write in the start time and stop time - be sure to include a.m. or p.m. designation for each. **Example 6 a.m. - 3 p.m.**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
Morning								
Mid Shift								
Evening								
Overnights								

When could you begin work? \_\_\_\_\_

Are you at least 16 years old?  Yes  No At least 18 years old?  Yes  No At least 21 years old?  Yes  No

Were you referred by a Qik-n-EZ employee? If so, by whom? \_\_\_\_\_

## Skills and Experience

Please list any special qualifications, training, education, skills, or experience that you feel warrant consideration by the company.

---

Please list any business equipment operating abilities you have which might be useful on the job for which you are applying.

### Education

Highest elementary or high school grade completed. \_\_\_\_\_ Did you graduate from high school?  Yes  No  G.E.D.

Name and location of college, university, business or trade school	1.		2.	
	Full-time	Part-time	Full-time	Part-time
Full-time or part-time				
Major field of study				
Degrees conferred	Title		Title	
Hours credit				

### Work Experience

**1**

Name of present or Last Employer		Type of Business	Address	City	State
Starting Date (Mo./Yr.) /	Leaving Date (Mo./Yr.) /	Starting Salary	Final Salary	Job Title	Name of Supervisor
Type of Job Full-time Part-time		Job Description and Responsibilities			
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain reasons/circumstances for changing or wanting to change jobs.				
If we contact this employer, would you expect them to say they would rehire you for the position you last held there?				Yes No Explain	Employer's Phone Number

**2**

Name of present or Last Employer		Type of Business	Address	City	State
Starting Date (Mo./Yr.) /	Leaving Date (Mo./Yr.) /	Starting Salary	Final Salary	Job Title	Name of Supervisor
Type of Job Full-time Part-time		Job Description and Responsibilities			
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain reasons/circumstances for changing or wanting to change jobs.				

If we contact this employer, would you expect them to say they would rehire you for the position you last held there?	Yes	No	Explain	Employer's Phone Number
---	-----	----	---------	-------------------------

**3**

Name of present or Last Employer		Type of Business	Address	City	State
Starting Date (Mo./Yr.) /	Leaving Date (Mo./Yr.) /	Starting Salary	Final Salary	Job Title	Name of Supervisor
Type of Job Full-time Part-time		Job Description and Responsibilities			
Were you fired? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain reasons/circumstances for changing or wanting to change jobs.				

If we contact this employer, would you expect them to say they would rehire you for the position you last held there?	Yes	No	Explain	Employer's Phone Number
---	-----	----	---------	-------------------------

**Legal**

Have you **EVER** been convicted of a felony or misdemeanor or pled "No Contest" or "Guilty" to a felony or misdemeanor charge?  
 Yes No Pled No Contest Pled Guilty If yes, No Contest, or guilty, list dates and explanation

Conviction of a crime will not necessarily disqualify you from consideration for employment.



**Signature**

By signing this application for employment, I certify that I have read and understand all parts of it and certify that I have truthfully and completely answered all questions. I understand that falsification of any of the information given herein or on any other employment form is grounds for immediate termination, regardless of when such falsification may be discovered.

I authorize Chronister Oil Co. dba Qik-n-EZ and its representatives to investigate my education, employment experience, criminal conviction records, and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment, and release the company from all liability for any damage that may result from utilization of such information.

Further, I understand that employment will be contingent upon successfully passing a pre-employment drug-screening test (except where prohibited). I understand my employment with Qik-n-EZ is for no definite length of time. I understand my employment may be terminated at any time, with or without cause, at the option of either Qik-n-EZ or myself. I understand that no employee or representative of Qik-n-EZ has any authority to make any agreement which is contrary to the foregoing. If accepted for employment, I agree to comply with all company policies and procedures, and with all rules and regulations made known at the time of employment or any other time thereafter, and to perform all duties assigned to me to the best of my ability.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Qik-n-EZ is an equal opportunity employer. All applications for employment will be considered without regard to race, color, religion, sex, national origin, disability, age (over the age of 40), or veteran status. This application will remain active for 45 days. After that time, it must be renewed by the applicant if he/she wishes to be reconsidered for employment.

Thank you for your interest in employment at Qik-n-EZ. Your application will be given to the Personnel Department at the Qik-n-EZ Corporate Office located in Springfield, IL. Your qualifications and experience will be compared with the job requirements. We will contact the most qualified candidates within 15 business days.

## **Notice to applicants and employees regarding consumer reports**

A consumer report and/or an investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal or police records, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained for employment purposes at any time. An investigative consumer report is a consumer report which contains information obtained from interviews with your neighbors, friends or associates. Upon timely written request of the Personnel Department of the Company, and within 5 days of the request, the nature and scope of any investigative consumer report obtained will be disclosed to you.

Before any adverse action is taken in whole or in part as a result of information contained in a consumer report or an investigative consumer report, you will be provided a copy of the report and a summary of your rights under the Fair Credit Reporting Act.

## **Disclosure and Release**

In connection with my application for employment with Qik-n-EZ, I understand that consumer reports, which may contain public record information, may be requested. These reports may include the following types of information: names and dates of employment, reason for termination of employment, accidents, work experience, etc. I further understand that such reports may contain public record information concerning my driving record, credit, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

You have the right, upon written request, to receive a written description of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

I authorize, without reservation, any person or entity contacted by Qik-n-EZ or its agent or agents to furnish the above-stated information, and I release any such person or entity from any liability for furnishing such information.

Print Full Legal Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Full Legal Signature \_\_\_\_\_