

So you want to work for Prince Oil/The Junction? Please read this list and make sure we are someone you would work for.

1. We depend on folks that are on time. 15 minutes early means that if you are 10 minutes late you are always 5 minutes early. (think about that for a while)
2. Smiling is a requirement and using the terms “thank you” and “have a nice day” are part of your daily routine
3. “That isn’t my job” is never uttered here. From picking up a small piece of paper to stocking the cooler, we all pitch in and help. If you deem a task such as cleaning or sweeping is beneath you then perhaps another job would be better for you.
4. You need to be fast. Our business is convenience and people want fast service. If you are not willing to go fast, we are not your place.
5. People are our business and if you prefer not seeing people then we are not the place to work. We enjoy seeing our usual customers, and we improve our business when we are able to say “Sarah how is your mom doing?”
6. We will gladly work with you and give you the hours that appeals to your schedule but please understand that schedules do change. You might be asked to help on a night shift or to come in a little earlier because someone is sick. You may be asked to work weekends, and we are open most holidays.



Which picture represents you? Are you ready to join our team? If you feel like we are a team you want to join, then please fill out this application. If not, then no hard feelings and best of luck.



# Employment Application



Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status.

Location: \_\_\_\_\_

Conveince Store     Sandwich Deli

Date of Application    /    /

Name \_\_\_\_\_

SS#    -    -

Present Address \_\_\_\_\_

No.                      Street                      City                      State                      Zip

How long have you lived at this address? \_\_\_\_\_ Telephone Number: (    ) \_\_\_\_\_

Job applied for \_\_\_\_\_ Rate of Pay expected \_\_\_\_\_ per \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

## When Can You Work?

List hours available to work per week: \_\_\_\_\_  Check here if available anytime.

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
To	From	To	From	To	From	To	From	To	From	To	From	To	From

How many hours per week would you like to work? \_\_\_\_\_

Have you ever worked of The Junction before? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Where? \_\_\_\_\_

## Tell Us About Yourself!

1 = Improvement needed    2 = OK    3 = Good    4 = Top Performer

\_\_\_\_\_ Energy Level-your sense of urgency, self-motivation, and enthusiasm

\_\_\_\_\_ Communication Skills-your ability to listen well, express ideas clearly and accept feedback

\_\_\_\_\_ Hospitality-your natural friendliness and customer service skills

\_\_\_\_\_ Reliability-your dependability, attendance, self-discipline, and dedication

\_\_\_\_\_ Personal Pride-your appearance, hygiene and achievement

\_\_\_\_\_ Teamwork-your cooperation with others and team spirit

1. What achievement in life are you most proud of? \_\_\_\_\_

2. What are your personal strengths? \_\_\_\_\_

3. What are you weakest areas? \_\_\_\_\_

4. What are your five-Year goals? \_\_\_\_\_

5. Why do you want to work at The Junction? \_\_\_\_\_

Can you perform the essentials functions of this job, with or without accommodations? \_\_\_\_\_ Yes \_\_\_\_\_ No

In case of emergency, contact: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Do you have reliable transportation to work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any relatives or friends currently working for The Junction? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, state relationship to you and location of employment: \_\_\_\_\_

PLEASE NOTE: ALL ITEMS ON REVERSE SIDE MUST BE COMPLETED



# Employment Application Continued



## Past Employment (beginning with most recent)

Name and Phone # of Company	From		To		Weekly Ending Salary	Reason For Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr			

## Record of Education

School	Name and Address of School	Course of Study	Years Attended		Circle Last Year Completed	Graduate Yes/No	List Diploma Or Degree	Grade Average
			From	To				
High School					1   2   3   4			
College/Vo Tech					1   2   3   4			

## Background

- Are you 21 years of age or older? \_\_\_\_\_ Yes \_\_\_\_\_ No      If no, Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Have you ever been convicted of a felony?  Yes  No
- Have you ever been convicted of any crime, excluding misdemeanors?  Yes  No
- Have you ever been convicted of any crime, involving violence to another person?  Yes  No
- Have you ever been convicted of any crime involving dishonesty?  Yes  No
- Are you serving probation for any misdemeanor offense?  Yes  No
- Have you ever been counseled or disciplined for cash handling violations?  Yes  No

### IMPORTANT - READ BEFORE SIGNING

I certify that information given herein is true and complete to the best of my knowledge.

I understand that incorrect, misleading or incomplete information on this application may result in immediate termination of employment. I understand that this employment application and any other company documents are not contracts of employment. And that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time and for any reason. I also understand that any oral or written statement to the contrary are expressly disavowed and should not be relied upon by any prospective or existing employee. I understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs before and during employment.

Signed \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_