

EMPLOYMENT APPLICATION

CAR-GO EXPRESS CONVENIENCE STORE

Qualified applicants are considered for all positions 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.

NAME _____
Last First Middle

ADDRESS _____
Number Street City State Zip Code

TELEPHONE # _____ CELL PHONE # _____ SS # _____

Do you have the legal right to live and work in the USA? Yes _____ No _____
State and Federal Laws require a minimum age to operate different equipment: check the age section that applies to you: _____ under 18 _____ 18 or over

Position applying for _____

Are you applying for _____ full time or _____ part time employment?

Expected pay \$ _____ per hour Date available _____ / _____ / _____

Shift preference: please indicate 1-2-3-4 for first, second, third, and fourth choices.
Employees may be required to work hours other than those preferred or assigned.
_____ 6am-2pm _____ 2pm-11pm _____ other

Are you restricted on the hours and days you are available for work? _____ No _____ Yes
Explain _____

Are you related to anyone employed at Car-Go Express? _____ Yes _____ No
If yes, location where relative works _____

Do you have reliable transportation to work as scheduled? _____ Yes _____ No
Explain _____

Is there any reason you can not regularly report to work? _____ Yes _____ No
Explain _____

Are you willing to travel and/or relocate? _____ Yes _____ No

While physical disabilities do not prevent your employment with this company, you may be required to carry out some tasks that involve physical activity. Because of this please answer the following questions:

Lifting of items up to 75 lbs. may be required in the course of your employment. Are you able to do so? _____ Yes _____ No if no, please explain _____

Constant physical activity (assisting customers, stocking, cleaning, standing, walking, etc.) is necessary. Are you able to be physically active the entire shift? _____ Yes _____ No if no, please explain _____

Are you presently using alcohol and/or narcotics? Yes No Unsure
 If other than no, please explain _____

EMPLOYMENT HISTORY

Please give accurate and complete information (full time, part time). Start with most recent job and go back to your first job. Include any Armed Forces duty (dates and branch only).

Company Name		Telephone #
Address		Employed _____ to _____
Supervisor Name		Start Pay _____ End Pay _____
Job title/describe work		Reason for Leaving
		_____ Voluntary _____ Not Voluntary
		Explain _____
<hr/>		
Company Name		Telephone #
Address		Employed _____ to _____
Supervisor Name		Start Pay _____ End Pay _____
Job title/describe work		Reason for Leaving
		_____ Voluntary _____ Not Voluntary
		Explain _____
<hr/>		
Company Name		Telephone #
Address		Employed _____ to _____
Supervisor Name		Start Pay _____ End Pay _____
Job title/describe work		Reason for Leaving
		_____ Voluntary _____ Not Voluntary
		Explain _____

R	NAME	ADDRESS	PHONE #	HOW DO YOU KNOW THEM
E				
F				
E				
R				
E				
N				
C	YOU MUST LIST AT LEAST THREE ABOVE			
E				
S				

Did you work for any of these employers under a different name? Yes No
 If yes, which employer(s) and under what name? _____

Have you ever worked for Car-Go Express before? Yes No If yes, when?
 _____ where? _____ Reason for leaving? _____

Summarize special skills and qualifications you have that may qualify you for this position you have applied for: _____

May we contact the employers listed on page 2? Yes No Who do you wish us not to contact? Indicate number and name _____

RECORD OF EDUCATION

SCHOOL TYPE	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	LAST YEAR COMPLETED	GRADUATED
ELEMENTARY			5 6	
			7 8	
HIGH			9 10	YES
			11 12	NO
COLLEGE				YES
				NO
OTHER				YES
				NO

SECURITY

Are you willing to take a written honesty or a urinalysis drug test now and in the future?
 Yes No if no, please explain _____

List all convictions/charges or pleas of quality, no contest, or nolo contendere for breaking the law you have received in the last 7 years (include misdemeanor convictions). Also list any felony convictions you have received or pleas you have made in your adult lifetime.

Note: Convictions/charges are not necessarily a bar to employment: however, deception as to their existence or falsification of their exact nature will result in denial or termination of employment. In considering your conviction/charge record, factors such as the time of offense, seriousness, and nature of the violation and rehabilitation will be taken into consideration.

DATE	VIOLATION	DISPOSITION	COURT LOCATION

(APPLICANT PLEASE READ CAREFULLY)

I agree to comply with all rules of Car-Go Express. I hereby affirm and declare that all the foregoing statements are true and correct, and that I have not knowingly withheld any fact that would, if disclosed, affect my application unfavorably. I hereby authorize Car-Go Express to conduct any investigation it deems necessary with respect to information set forth on this application. I also hereby authorize Car-Go Express to release such information together with their opinions on these matters without any liability for damage whatsoever caused either directly or indirectly by giving and/or receiving such information or opinions. I authorize any former or present employer, schools, colleges, universities, utility companies, credit or finance bureau offices, personal references and or any other person or persons, to give any information they have concerning my character, health, credit and employment records. I hereby unconditionally release any named or unnamed information from any and all liability resulting from the furnishing of the information.

More specifically, I hereby authorize the Chief of Police, and /or any and all members of any Police Department in any local areas where I have lived and/or worked; or any other concerned law enforcement agency, to furnish any information they may have concerning me which they have on record or otherwise. I hereby release the Chief of Police and/or any and all members of the aforesaid Police Department and any other law enforcement agency wherever situated, from any and all liability resulting from the furnishing of this information. It is understood that any false statements or omissions on this application may be considered as sufficient cause for rejection of this application, or dismissal, if already employed by Car-Go Express.

I understand that nothing contained in any of Car-Go Express's policies and procedures, and nothing said to me by any representative of Car-Go Express shall be deemed to create any contract of employment between me and Car-Go Express and that my employment may be terminated by me or Car-Go Express at any time for any reason without advance notice one to the other.

As part of our review of your application, and in reliance upon your waiver of any confidentiality, we may request or compile an investigative consumer report including information as to your character, general reputation, personal characteristics, mode of living, and personal finances. If so, you are entitled to a copy of any such report upon written request. Public Law 91-508.

Date

Full Signature of Applicant

For Office Use Only

Full Signature of Witness

Starting Date _____
Starting Salary _____
_____ Full time _____ Part Time
Position _____