



## EMPLOYMENT APPLICATION

**PROUD TO BE A DRUG FREE WORKPLACE**

### PERSONAL DATA

Information Prohibited By Law Need Not Be Supplied

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

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
No. Street City State Zip Code

Phone No.: ( ) \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Are You 18 or Older? \_\_\_\_\_ If No – Date of Birth: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Rate of Pay Expected: \_\_\_\_\_

Do You Prefer: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Date Available to Start: \_\_\_\_\_

Are You Available to Work All Shifts? \_\_\_\_\_ If Not – Specify Days and Hours Available: \_\_\_\_\_

Have You Worked for the Company Before: \_\_\_\_\_ If Yes, When? \_\_\_\_\_ Where? \_\_\_\_\_

### EMPLOYMENT AND ARMED FORCES EXPERIENCE

***(Enter Present or Most Recent Position First)***

From Mo./Yr.	To Mo./Yr.	Employer's Name, Address and Telephone No.	Supervisor's Name and Title	Position Held and Rate of Pay	Reason for Leaving

List any other experiences, skills, or qualifications you feel are pertinent: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Do not answer any questions in this section unless the box is checked, indicating an educational requirement for the position for which you are applying.

Education	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree
High School					
College					
Other					

Have you ever been convicted of a felony or misdemeanor? (circle one)      Y            N

If Yes, describe: \_\_\_\_\_  
 \_\_\_\_\_

The attached job description sets forth specific job duties for the position for which you are applying. Can you perform the listed duties, with or without accommodation? (Applicants will not necessarily be disqualified if they are unable to perform a particular job duty.)    Yes    No (circle one)

If the answer to the above question is NO, please identify the duties which you are unable to perform: \_\_\_\_\_

To Applicant: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals as well as discrimination on the basis of physical or mental disability. The law of most States also prohibits some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry or marital status.

**PLEASE READ BEFORE SIGNING**

I give permission to investigate my credit record, criminal background, and to communicate with all or any of my previous employers and/or references for full information. I hereby indemnify the Company from any liability arising out of such inquiry. I also agree to physical and medical examinations at any time at the option of the Company, and I agree that the examining physician may disclose to the Company or it's representatives the results of such examination. At request of the Company, I agree to provide transcripts from educational institutions attended, and to submit to any further testing required for employment or advancement with the Company. All the foregoing information I have supplied is a full and complete statement of the facts, and it is understood that if any falsification be discovered, it will be grounds for dismissal.

I acknowledge that, if employed, my employment is for no fixed period of time. This application or offer of employment is not binding on the Company in any way and is not to be construed as a contract. Employment, benefits, and/or compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Company or Myself. No representative of the Company, other than it's President, has the authority to enter into agreement for employment of any specified period of time, or to make any agreement contrary to the foregoing.

I understand that the Company does have a drug-free workplace and a drug and/or alcohol testing program consistent with applicable federal, state, and local law. If I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

---

Position engaged for: _____	Date of Birth: _____
Date to Start: _____	Marital Status: _____
Rate of Pay: _____	Sex:    Male _____ Female _____
Race:    White _____ Black _____ Asian _____	Hispanic _____ American Indian _____
Location _____	Engaged by _____
Status:    Full Time _____ Part Time: _____	

---



# CRIMINAL BACKGROUND & DRIVERS' LICENSE CHECK CONSENT FORM

Pump N Pantry, Inc. requires pre-employment and periodic criminal background checks for all full-time and part-time employees.

## EMPLOYEE / APPLICANT INFORMATION

Status:      Employee:       Applicant:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_      Social Security No.: \_\_\_\_\_      Drivers' License No.: \_\_\_\_\_  
Month      Day      Year

If you may be known by another name (i.e., pre-marriage, alias) please indicate: YES \_\_\_ NO \_\_\_

If so, when was the last year you used this name? \_\_\_\_\_

Other Last Name: \_\_\_\_\_ Other First Name: \_\_\_\_\_ Other Middle Initial: \_\_\_\_\_

I certify that the information provided above is true and complete. I understand that false or misleading information given in my employment application, interview(s), or on this form will render my application void and will be just cause for termination in the event of my employment assignment. I authorize Pump n Pantry, Inc. to make a criminal background investigation in arriving at a decision regarding my employment or continuation of employment. I further authorize the Pennsylvania State Police to release criminal background information as part of the criminal background investigation and the Pennsylvania Department of Transportation to release driving records as part of the drivers' license check.

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

# DUTY EVALUATION

## Daily Requirements

Requirement	Frequently	Occasionally	Seldom
STAND	X		
WALK	X		
REACH	X		
BEND	X		
SQUAT		X	
CLIMB		X	
CRAWL			X
LIFT: (lbs)			
0-10	X		
11-20	X		
21-50		X	
CARRY: (lbs)			
0-10	X		
11-20	X		
21-50		X	
HANDS:			
GRASP	X		
PUSH/PULL	X		

I have read the above duty evaluation and understand the requirements.

---

Applicant's Signature

---

Date