



## Employment Application

*Please print the application and submit it in-person at any of our stores or at our corporate office at 1923 Bremer Rd.*

### An Equal Opportunity Employer:

McIntosh Energy Co., Inc. is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

### Please fill out all sections:

Today's Date \_\_\_\_\_

#### Applicant Information

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Other \_\_\_\_\_

Email Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State & Zip \_\_\_\_\_

How were you referred to Company? : \_\_\_\_\_

Position(s) applying for : \_\_\_\_\_

Are you applying for :

Temporary work – such as summer or holiday work?  Y or  N

Regular part-time work?  Y or  N

Regular full-time work?  Y or  N

What days and hours are you available for work? (please indicate in table below)

Sun	Mon	Tue	Wed	Thur	Fri	Sat

If applying for temporary work, when will you be available? \_\_\_\_\_

If hired, on what date can you start working? \_\_\_ / \_\_\_ / \_\_\_

Are you available to work overtime?  Y or  N

Salary desired: \$ \_\_\_\_\_

#### Personal Information:

Have you ever applied to / worked for this company before?  Y or  N

If yes, please explain (include date): \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for this company?  Y or  N

If yes, state name & relationship: \_\_\_\_\_

If hired, would you have transportation to/from work?  Y or  N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.)  Y or  N

Are you over the age of 21? (Alcohol is sold at certain locations.)  Y or  N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States?  Y or  N

If hired, are you willing to submit to and pass a controlled substance test?  Y or  N

Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation?  Y or  N

If no, describe the functions that cannot be performed \_\_\_\_\_

(Note: Company complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Have you ever been convicted of a criminal offense (felony or misdemeanor)?  Y or  N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. \_\_\_\_\_

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

**Personal References:**

Name	Phone	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Education, Training and Experience:**

High School:	College / University:
School name: _____	School name: _____
School City, State: _____	School City, State: _____
Number of years completed: _____	Number of years completed: _____
Did you graduate? <input type="checkbox"/> Y or <input type="checkbox"/> N	Did you graduate? <input type="checkbox"/> Y or <input type="checkbox"/> N
Degree / diploma earned: _____	Degree / diploma earned: _____
Vocational School:	Military:
Name: _____	Branch: _____
School City, State: _____	Rank in Military: _____
Number of years completed: _____	Total Years of Service: _____
Did you graduate? <input type="checkbox"/> Y or <input type="checkbox"/> N	Skills/duties: _____
	Related details: _____

**Employment Experience (most recent first):**

1. Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Address \_\_\_\_\_ Position held \_\_\_\_\_

Phone Number \_\_\_\_\_ Employed from \_\_\_\_\_ (mo/yr) to \_\_\_\_\_ (mo/yr)

Your salary: Starting/Ending \_\_\_\_\_ Duties \_\_\_\_\_

What did you like most and least about your job? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_ May we contact this employer?  Y or  N

2. Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Address \_\_\_\_\_ Position held \_\_\_\_\_  
Phone Number \_\_\_\_\_ Employed from \_\_\_\_\_(mo/yr) to \_\_\_\_\_(mo/yr)  
Your salary: Starting/Ending \_\_\_\_\_ Duties \_\_\_\_\_  
What did you like most and least about your job? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_ May we contact this employer?  Y or  N

3. Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Address \_\_\_\_\_ Position held \_\_\_\_\_  
Phone Number \_\_\_\_\_ Employed from \_\_\_\_\_(mo/yr) to \_\_\_\_\_(mo/yr)  
Your salary: Starting/Ending \_\_\_\_\_ Duties \_\_\_\_\_  
What did you like most and least about your job? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_ May we contact this employer?  Y or  N

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**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK BEFORE SIGNING.**

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will result in a refusal to hire or immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character, and qualifications.  Y or  N

If hired I will be responsible for familiarizing myself with all rules and regulations of McIntosh Energy Co., Inc. as they presently exist or are later modified. *If hired, I understand my employment can be terminated, at the discretion of the company or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement, which I have entered into with the company.*  Y or  N

I also understand that no representative of the company has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the President.  Y or  N

I understand that this application is not an offer of employment and no promises or representations of employment have been made to me at this time.  Y or  N

By signing below, I authorize the company to investigate all statements contained in this employment application as they may deem necessary in arriving at an employment decision. I further authorize the company to order one or more consumer reports containing financial, driving record, and/or other information about me from a consumer reporting agency. I understand that the consumer report(s) will be requested and used for the purpose of evaluating me for employment, promotions, transfers, and/or retention as an employee.

**I have read, understand, and agree with the above.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This application is valid for ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.

## Pre-Employment Inquiry Authorization Release

I. I understand that an investigative report may be generated on me that may include information as to my character, general reputation, personal characteristics, work habits, performance or experience, along with reasons for termination of past employment/professional license or credentials; or criminal/civil/driving record history. I understand that backgroundchecks.com, on behalf of MCINTOSH ENERGY may be requesting information from public and private sources about any of the information noted earlier in this paragraph in connection with their consideration of me for employment, promotion, position re-assignment or contract now, or at any time during my tenure with MCINTOSH ENERGY, and give my full consent for this information to be obtained.

II. I acknowledge that a telephonic facsimile (FAX) or photographic copy of this release shall be as valid as the original. This release is valid for most federal, state and county agencies.

III. I understand that if I am a resident of Minnesota/Oklahoma (only) I may obtain a copy of the report ordered, and now indicate my desire to do so by checking this box .

IV. I hereby authorize, without reservation, any law enforcement agency, information service bureau, school, employer or insurance company contacted by backgroundchecks.com to furnish the information described in Section I.

V. Communications with backgroundchecks.com should be directed to PO Box 353, Chapin SC 29036 or (866) 300-8524.

### CANDIDATE COMPLETE THE FOLLOWING:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

Print Name: (First) (Middle) (Last) (Maiden)

Other Names Used \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Street) (City) (State/Zip)

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License Number and State

\_\_\_\_\_  
Name as it appears on License

Have you ever been convicted of a crime? \_\_\_ No \_\_\_ Yes If yes, please provide city and state of conviction and details of conviction.

#### FAIR CREDIT REPORTING ACT NOTICE:

In accordance with the Fair Credit Reporting Act (FCRA, Public Law 91-508, Title VI), this information may only be used to verify a statement(s) made by an individual in connection with legitimate business needs. The depth of information available varies from state to state. Status of updates are available on request. Although every effort has been made to assure accuracy, backgroundchecks.com cannot act as guarantor of information accuracy or completeness. Final verification of an individual's identity and proper use of report contents are the user's responsibility. backgroundchecks.com's policy requires purchasers of these reports to have signed a Service Agreement. This assures backgroundchecks.com that users are familiar with and will abide by their obligations, as stated in the FCRA, to the individuals named in these reports. If information contained in this report is responsible for the suspension or termination of an employee or the application process, have the Candidate/employee contact backgroundchecks.com.

#### NOTICE TO CALIFORNIA CANDIDATES

You have a right to obtain a copy of any consumer report or investigative consumer report obtained by MCINTOSH ENERGY by checking the box provided below. The report will be provided to you within (3) business days after we receive the requested reports related to the matter investigated.

I request to receive a free copy of this report by checking this box.

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by backgroundchecks.com during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at backgroundchecks.com in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.