

# APPLICATION FOR EMPLOYMENT WITH C. E. BUTTERS COMPANIES

**\*\* Please Complete Entire Application even if you are attaching a resume. \*\***

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Company – (Circle one) Klassy Kwik Stop S.P.S. American Car Care C.E. Butters Const. Towers Sand & Gravel	Position Applied For	Date of Application
How Did You Learn About Us ( ) Advertisement ( ) Walk - in ( ) Referral _____ ( ) Friend _____ ( ) Relative _____ ( ) Employment Agency _____ ( ) Other _____		
Last Name	First Name	Middle Name
Street Address		
City	State	Zip
Telephone Number (s)		Social Security Number

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ..... Yes No

If you are under 18 years of age, can you provide proof of your eligibility to work? ..... Yes No

Are you over the age of 21? ..... Yes No

Do you have a Valid Utah Driver's License? ..... Yes No

If Yes, Give State \_\_\_\_\_ Circle Class -- Operator - Motorcycle CDL - A - B - C  
 Driver's License # \_\_\_\_\_ Attach photocopy

Do you have reliable transportation to and from work? ..... Yes No

Have you ever filed an application with us before? ..... Yes No

If Yes Date \_\_\_\_\_

Have you ever been employed with us before? ..... Yes No

If Yes dates \_\_\_\_\_ to \_\_\_\_\_

Are you currently employed? ..... Yes No

May we contact your present employer? ..... Yes No

Are you currently on lay - off status subject to recall? ..... Yes No

On what date would you be available for work? \_\_\_\_\_

How many hours a week are you available for work? \_\_\_\_\_ Hrs

Hours Available	Sun	Mon	Tue	Wed	Thu	Fri	Sat
_____	_____	_____	_____	_____	_____	_____	_____
	To	To	To	To	To	To	To
_____	_____	_____	_____	_____	_____	_____	_____

How long do you anticipate working for our company? \_\_\_\_\_

Can you travel if a job requires it? ..... Yes No

Have you ever been convicted of anything other than a minor traffic violation?

(Conviction will not necessarily disqualify an applicant for employment) ..... Yes No

Explain \_\_\_\_\_

Have you had any job-related training in the military? ..... Yes No  
 If Yes, Please describe \_\_\_\_\_  
 \_\_\_\_\_

Do you speak, read, and/or write any foreign languages? ..... Yes No  
 If Yes, List language and fluency level \_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you are applying? ..... Yes No

**EDUCATION**

	Elementary School	Middle School	High School	College	Post Graduate or Professional
School Name Location					
Years Completed	K 1 2 3 4 5 6 7 8 9 10 11 12			1 2 3 4	1 2 3 4
Diploma / Degree					
Describe course of Study					

Describe any specialized training, Apprenticeship, skills and extra - Curricular activities	
Describe any Honors or Awards you have received. Also List any licenses or certifications you have	
State any additional information you feel may be helpful to us in considering your application	

**References**

Give name, address and telephone number of at least three references that are not related to you and are not previous employers.

Name First, Last	Address City State Zip	Phone

Employment Experience - - List your three most recent jobs beginning with the most recent. Please complete this section – even if you are attaching a resume!! -

Employer:	Dates Employed		Job Title	
Address				
City State Zip	From	To		
Telephone number(s)				
Work Performed	Supervisor		Hourly Rate or Salary	
			Start	Final
Reason for leaving				

Employer:	Dates Employed		Job Title	
Address				
City State Zip	From	To		
Telephone number(s)				
Work Performed	Supervisor		Hourly Rate or Salary	
			Start	Final
Reason for leaving				

Employer:	Dates Employed		Job Title	
Address				
City State Zip	From	To		
Telephone number(s)				
Work Performed	Supervisor		Hourly Rate or Salary	
			Start	Final
Reason for leaving				

### Special Skills and Qualifications

Summarize special job - related skills and qualifications acquired from employment or other experience.

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## Applicants Statement

I certify that all answers given herein are true, correct and complete to the best of my knowledge.

I authorize this company to investigate my background to ascertain all information of concern to my employment history, whether it is of record or not, and release those providing such information from all liability for any damages resulting from furnishing this information.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an At will@ nature, which means that the employee may resign at any time and the employer may discharge Employee at any time with or without cause. It is further understood that this At will@ employment relationship may be changed by a written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

Further, I understand that I may be asked to demonstrate my ability to perform the essential functions necessary to complete the job and, if offered the job, that it may be conditioned on results of a physical examination, and controlled substances and alcohol test.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by any rules and regulations of the employer.

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

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**Equal Employment Opportunity Information** This optional information will be used only for Equal Employment opportunity reporting purposes. Please check appropriate box if your blood line consists of 1/8 or more of any of the following:

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African American       Asian Pacific American       Native American       Hispanic American

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Signature of applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Receptionist Comments \_\_\_\_\_

Arrange Interview    Yes    No

Remarks \_\_\_\_\_

Interview Questions

Experience Does potential employee have the experience necessary to successfully perform job?

Job Knowledge

Education

Motivation - Willingness to work

How long are they willing to work?

Hours?

Is this a career possibility or a temporary layover?

Expression - Communication skills?

Is recruit assertive?

Appearance - Will their appearance sell them and us ?

Employed                      Yes    No    Date of employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate \_\_\_\_\_

By \_\_\_\_\_