



# Application for Employment

Email: [Jobs@EnergyMartStores.com](mailto:Jobs@EnergyMartStores.com)

## PERSONAL INFORMATION (please print clearly using black or blue ink)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Last First Middle Maiden

Current address \_\_\_\_\_ # of years at this address \_\_\_\_\_  
Street City State Zip

Previous address \_\_\_\_\_ # of years at this address \_\_\_\_\_  
Street City State Zip

Email address \_\_\_\_\_ Who referred you? \_\_\_\_\_

Have you ever worked for Energy Mart Stores before? ☐ Yes ☐ No If yes, when/where? \_\_\_\_\_

Are you 18 years old or older? ☐ Yes ☐ No **If not, a work permit may be required.**

Are you legally eligible for employment in this country? ☐ Yes ☐ No **If hired, verification will be required by law.**

Have you ever been convicted of a crime? ☐ Yes ☐ No *Conviction may be relevant if job-related, but doesn't necessarily bar you from employment.*  
If yes, please explain \_\_\_\_\_

Do you have any relatives working for Energy Mart? ☐ Yes ☐ No If so, who? \_\_\_\_\_

## POSITION

Position applied for \_\_\_\_\_

Type of employment desired: ☐ Full-time ☐ Part-time

Can you work: ☐ Nights ☐ Days ☐ Weekends How many hours a week do you want to work? \_\_\_\_\_

**NOTE: Employees may be required to work other than those choices preferred or assigned.**

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

Regular attendance on the job by all employees is necessary for the efficient operation of our stores.  
Is there any reason why you could not comply with this? ☐ Yes ☐ No

Lifting items up to 50 pounds may be required in the course of your employment. Can you do this on your own or with reasonable accommodation? ☐ Yes ☐ No

**NOTE: Applicants will not necessarily be disqualified if they are unable to perform a particular job duty.**

Constant physical activity (assisting customers, stocking shelves, cleaning store and property, standing for extended periods of time, etc.) is necessary.  
Are you able to perform duties of this type throughout the entire shift on your own or with reasonable accommodation? ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No Date available to start work \_\_\_\_\_  
If yes, may we inquire with your current employer? ☐ Yes ☐ No

Summarize special skills and qualifications acquired from employment or other experience that may qualify you for work with our company.  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

	Name and Address	Last year completed	Did you graduate?	Course of study
High School	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	_____			
College	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	_____			
Other	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	_____			

## EMPLOYMENT HISTORY

List your last three employers or volunteer activities, starting with the most recent first, including military experience.

From _____ To _____	Employer _____	Telephone _____
Job Title _____	Address _____	
Immediate Supervisor & Title _____	Summarize the nature of the work performed and job responsibilities _____	
Reason for Leaving _____	Hourly Rate/Salary _____	
	Starting Pay \$ _____ per _____	Ending Pay \$ _____ per _____

From _____ To _____	Employer _____	Telephone _____
Job Title _____	Address _____	
Immediate Supervisor & Title _____	Summarize the nature of the work performed and job responsibilities _____	
Reason for Leaving _____	Hourly Rate/Salary _____	
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From _____ To _____	Employer _____	Telephone _____
Job Title _____	Address _____	
Immediate Supervisor & Title _____	Summarize the nature of the work performed and job responsibilities _____	
Reason for Leaving _____	Hourly Rate/Salary _____	
	Starting Pay \$ _____ per _____	Ending Pay \$ _____ per _____

## REFERENCES

List three personal references, other than relatives.

Name	Telephone	Occupation	Years known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## MATH QUESTIONS

For the following question, state your answer in terms of bills and coins. *For example: \$2.38 would be 2 dollar bills, 1 quarter, 1 dime and 3 pennies.*

If the customer's total order was \$12.54 and they gave you \$20.60, what is their change?

\_\_\_\_\_

For the following questions, please add or subtract the numbers.

$$\begin{array}{r} .64 \\ .38 \\ 2.63 \\ + 3.96 \\ \hline \end{array}$$

$$\begin{array}{r} 20.00 \\ - 4.24 \\ \hline \end{array}$$

$$\begin{array}{r} 2.98 \\ .79 \\ .43 \\ + 4.55 \\ \hline \end{array}$$

$$\begin{array}{r} 10.50 \\ - 3.39 \\ \hline \end{array}$$

If you need to give a customer \$7.64 in change, how many dimes *should* you give as part of the change? \_\_\_\_\_

If you are giving a customer an authorized discount of 20% on a \$59.95 order, what will the new price be? \_\_\_\_\_

What is the total cost of the following?

6 cans of corn at 2/\$1.00	_____
2 boxes of cereal at .98¢ each	_____
1 loaf of bread at .45¢ each	_____
3 lbs. of apples at 2 lbs. for 80¢	_____
1 box of jello at 2/.54¢	_____
Total	_____

If an item is priced at \$8.10 and you want to increase the price by 10%, what will the new price be? \_\_\_\_\_

Solve this problem:  $23 + 6 - 15 + 25 - 10 + 34 - 21 =$  \_\_\_\_\_

## CUSTOMER SERVICE QUESTIONS

What does customer service mean to you?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you consider to be the most important qualifications of an Energy Mart employee?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A customer complains that he was short-changed by you, receiving only 13¢ change from \$2.00 instead of 31¢. What would you do?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You are working alone and your shift is due to be over at 6:00pm. The individual who is scheduled to begin working at 6:00pm does not show up. What would you do?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## JOB APPLICANT AGREEMENT

- (1) By signing below, I declare that all statements and answers on this application and in any interview will be accurate, true and complete in all respects. I understand and agree that if I am employed and any such information is later found to be false or misleading in any respect, I will be dismissed.
- (2) I understand that this application is current for only sixty (60) days from the date signed. At the conclusion of this time, if I have not heard from the Company as to my employment status and still wish to be considered for employment, I understand it will be necessary to complete a new application.
- (3) I understand that if I am hired I will be an "at-will" employee, free to resign at any time with or without cause, and that the Company has the same right to terminate me at any time with or without cause. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I further understand that no representative of the Company, other than an authorized officer, has the authority to make any binding representations to the contrary, and that any such representations must be in writing and signed by the authorized officer.
- (4) I understand that if I am hired I will be required to provide proof of identity and legal work authorization.
- (5) I agree that upon my resignation or termination of my employment I will return all property and records in my possession belonging to the Company.
- (6) I agree to abide by all rules and regulations of the Company, as well as those of the State and local authorities, if hired.

I represent and warrant that I have read and fully understand the foregoing and seek and submit to employment under these conditions.

\* \* \* AUTHORIZATION TO OBTAIN CONSUMER REPORT \* \* \*

In compliance with Public Law 91-508 (the Fair Credit Reporting Act), as amended by Public Law 104-208 (the Consumer Credit Reporting Reform Act) and applicable state law, this notice is to inform you that a consumer report may be obtained in connection with your application for employment or employment with this company.



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

Date \_\_\_\_\_

## AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

- (1) I understand that the Company reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I authorize the Company to investigate my driving record, my credit history and my criminal record. I further understand that the Company may contact my previous employers and I authorize those employers to disclose to the Company all records and other information pertinent to my employment with them. I also authorize the employer to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information.
- (2) I release all parties from all liability for providing background information sought by the Company, and release the employer and its representatives from all liability for seeking, gathering and using such information.

I represent and warrant that I have read and fully understand the foregoing and seek and submit to employment under these conditions.



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

Date \_\_\_\_\_

 **Energy Mart  
Stores**

Owned by Henderson Oil Company, Inc.

Equal Opportunity Employer  
Henderson Oil Company, Inc.

745 Ashe Street • Hendersonville, NC 28792  
828-696-2277 • [www.EnergyMartStores.com](http://www.EnergyMartStores.com)