



**NELLA
APPLICATION FOR EMPLOYMENT
A DRUG FREE WORKPLACE**



AN EQUAL OPPORTUNITY EMPLOYER

No team member, applicant, or candidate for promotion, training or other advantage (shift scheduling, premium pay work, vacation scheduling, and any other employment activity) shall be discriminated against (or given preference) because of race, color, religion, sex, age, physical disability, veteran status, or national origin. Your application for employment will be processed as quickly as possible.

Public Law 91-508 requires that we advise you that a routine inquiry may be made during our initial or subsequent processing which will provide applicable information concerning character, general reputation, personal characteristics and mode of living. Upon your written request, additional information as to the nature and scope of the inquire (if one is made) will be provided to you. This application will have an active period of thirty (30) days. You must re-apply for any position that becomes open after the active period of this application.

NAME (PRINT) FIRST MIDDLE LAST				
PRESENT ADDRESS STREET CITY STATE ZIP			LENGTH AT ADDRESS	PHONE NUMBER
PREVIOUS ADDRESS STREET CITY STATE ZIP			LENGTH AT ADDRESS	
POSITION APPLIED FOR	ARE YOU OVER 18? YES _____ NO _____	ARE YOU EMPLOYED NOW? YES _____ NO _____	HAVE YOU EVER WORKED FOR THE COMPANY BEFORE? YES _____ NO _____	
REFERRED BY	NAMES OF FRIENDS OR RELATIVES EMPLOYED BY THIS COMPANY			
IN CASE OF EMERGENCY NOTIFY:	NAME	ADDRESS	TELEPHONE	
OUR RETAIL UNITS ARE OPERATED 7 DAYS A WEEK AND UP TO 24 HOURS A DAY. ARE YOU PREPARED TO BE AVAILABLE FOR WORK DURING SUCH TIME WITH PROPER NOTICE? YES _____ NO _____				
IF HIRED, DO YOU HAVE A RELIABLE MEANS OF TRANSPORTATION TO WORK? YES _____ NO _____				
CAN YOU, UPON EMPLOYMENT, SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THIS COUNTRY? YES _____ NO _____				
EDUCATION (CIRCLE HIGHEST GRADE COMPLETED)		HAVE YOU BEEN CONVICTED OF A CRIME? (IN ANSWERING THIS QUESTION, DO NOT INCLUDE CONVICTIONS IN EXCESS OF TWO YEARS OLD RELATING TO POSSESSION OR USE OF AN OUNCE OR LESS OF MARIJUANA, NOR ANY MISDEMEANOR CONVICTION FOR WHICH PROBATION HAS BEEN COMPLETED.) NOTE: A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FROM THE POSITION APPLIED FOR.		
GRAMMAR SCHOOL 1 2 3 4 5 6 7 8				
HIGH SCHOOL 9 10 11 12				
COLLEGE 1 2 3 4 5				
NAME OF LAST SCHOOL ATTENDED _____				
ARE YOU BONDABLE? YES _____ NO _____				
PERSONAL REFERENCES LIST 4		YES _____ NO _____		
DO NOT INCLUDE RELATIVES OR FORMER EMPLOYERS		If yes, explain to interviewer		
NAME	ADDRESS	PHONE		
NAME	ADDRESS	PHONE		
NAME	ADDRESS	PHONE		
NAME	ADDRESS	PHONE		
RELATIVES WHO HAVE KNOWN YOU EXTREMELY WELL LIST 2				
NAME	ADDRESS	PHONE		
NAME	ADDRESS	PHONE		

EMPLOYMENT HISTORY

LIST EACH JOB HELD. Start with your present or last job. Account for all time during the last 5 years including periods of unemployment.

EMPLOYER		PHONE NUMBER ()	WORK PERFORMED, BE SPECIFIC
ADDRESS			
TYPE OF BUSINESS		DATES OF EMPLOYMENT (FROM - TO)	
YOUR JOB TITLE		PAY RATE/SALARY	
SUPERVISOR'S NAME		REASON FOR LEAVING	
EMPLOYER		PHONE NUMBER ()	WORK PERFORMED, BE SPECIFIC
ADDRESS			
TYPE OF BUSINESS		DATES OF EMPLOYMENT (FROM - TO)	
YOUR JOB TITLE		PAY RATE/SALARY	
SUPERVISOR'S NAME		REASON FOR LEAVING	
EMPLOYER		PHONE NUMBER ()	WORK PERFORMED, BE SPECIFIC
ADDRESS			
TYPE OF BUSINESS		DATES OF EMPLOYMENT (FROM - TO)	
YOUR JOB TITLE		PAY RATE/SALARY	
SUPERVISOR'S NAME		REASON FOR LEAVING	
EMPLOYER		PHONE NUMBER ()	WORK PERFORMED, BE SPECIFIC
ADDRESS			
TYPE OF BUSINESS		DATES OF EMPLOYMENT (FROM - TO)	
YOUR JOB TITLE		PAY RATE/SALARY	
SUPERVISOR'S NAME		REASON FOR LEAVING	

Indicate any other experiences, qualifications, or abilities that make you qualified for the position for which you are applying.

Explain any gaps in employment

General Job Description

Summary: Receives cash from guests or team members at a 1 Stop Store in payment for goods or services by performing the following duties. Is responsible for the proper and efficient operation of his or her shift, within Company policy, in such a manner as to ensure that the shift contributes to the increased profitability of the store.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Give all guests prompt and courteous service.
2. Promote and support Company image standards.
3. Computes or recomputes bill, using the cash register and gasoline console to show amount due.
4. Makes change, cashes checks, processes credit/ATM cards and issues receipts or tickets to guests.
5. Operates cash register by ringing all purchases into the proper department on the cash register.
6. Stocking product, cleaning equipment and facilities.
7. Uses Intercom to greet guests and promote merchandise programs.
8. Presents a neat, clean appearance in uniform as prescribed by the Company.

General Responsibilities

1. Perform specific tasks as assigned by the Store Manager.
2. Stay familiar with the Company Price Book, Training Guide, ABC Manual, Store Personnel Handbook, and bulletins.
3. Work in a "SAFE" manner at all times and report all accidents immediately.
4. Ability to read and comprehend simple instructions, short correspondence, and memos.
5. Ability to add and subtract in order to make change, complete shift reports and account for a variety of products during vendor check-in.
6. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
7. **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the team member is regularly required to stand, walk, sit, talk, and hear. The team member is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The team member must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to focus.
8. **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the team member occasionally works in high, precarious places; in outside weather conditions; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, and risk of electrical shock.
9. **CONFLICT OF INTEREST:** You must avoid all situations that may create a conflict of interest including outside employment in a similar business.
10. **HARASSMENT:** You must perform your duties in a manner that is free from unlawful harassment.

Are you able to perform all essential functions of the job for which you are applying?	<u>YES</u>
	<u>NO</u>
If no, explain:	
Are you able to perform the duties shown above?	<u>YES</u>
	<u>NO</u>
If no, explain:	

SIGNATURE

DATE

The Good, Bad, and the Ugly of being a NELLA/FLYERS Team Member

The Good

1. Year round employment. Since most of the job is indoors, you stay cool in the summer and warm in the winter. Interaction with great guests and team members. Working with people can be lots of fun.
2. Working with a supportive team. Career opportunities can be available for those who show the initiative and effort. Part time team members have been promoted from team member to assistant manager to manager. Nella Oil is a growing Company!
3. Non-management team members can be eligible for some benefits such as paid vacations, insurance, retirement plan, and gasoline discount.
4. Flexible scheduling.

The Bad

1. There is much physical labor involved in this job: sweeping, cleaning toilets, floor drains, stocking, lifting, outside cleaning. This is not a lazy person's job. You must have initiative and an eye for detail. All while smiling.
2. The job sometimes interferes with your personal life. You are required to work holidays, evenings, and weekends. You are sometimes called in to cover a shift for a team member who is ill.
3. You have a great deal of responsibility. You must provide cash control, inventory control, and excellent guest service while working in a fast-paced environment.
4. Doing monotonous, routine work at a high level on a daily basis.
5. You must be in proper Company uniform at all times.
6. You are on your feet for most of your shift.

The Ugly

1. Dealing with rude and unfriendly guests in a cheerful, friendly manner.
2. Cleaning up after guests: someone gets sick in the bathroom, dirty diapers in the trash, product spills and muddy tracks on your just mopped floor.
3. Scraping gum off the cement. Washing the outside garbage cans.
4. Disciplinary action for poor performance or policy violations.

APPLICANT CERTIFICATION, AUTHORIZATIONS, AND UNDERSTANDINGS

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Nella Oil Company to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize my former employers to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in the application or conveyed during any interview which may be granted is intended to create an employment contract between myself and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by the General Manager.

I understand that if I am offered a position, that my employment is conditioned upon the successful completion of a drug test. In addition, I understand that should I refuse a request, tamper with a positive specimen, or receive a positive test result, I will be ineligible for employment.

I also understand that should I be employed by the Company, I agree that any disputes or claims relating to my employment with the Company shall be barred unless either a request for arbitration is submitted pursuant to Company policy or filed no later than twelve (12) months after the first act, occurrence or omission upon which such a dispute or claim is based. I agree that such a twelve (12) month period is reasonable and sufficient time for me to investigate and act upon any such claim or dispute. This provision shall survive any termination of my employment by the Company

DATE

SIGNATURE OF APPLICANT



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