Rinehart Oil, Inc.

2401 North State Street ● PO Box 725 ● Ukiah, CA 95482
Ph (707) 462-8811 Fax (707) 468-3820
www.rinehartoil.com

EMPLOYMENT APPLICATION

APPLICANT INFORMATION (Please Print)

Last Name		First		M.I.		Date	

Street Address			Apartment/Unit #	

City		State		ZIP	

Phone		E-mail Address	

Date Available		Social Security No.		Desired Salary	

Position Applying for	

Are you applying for:

Regular Full-Time Work?	YES ☐	NO ☐
Regular Part-Time Work?	YES ☐	NO ☐
Temporary work, e.g., summer or holiday work?	YES ☐	NO ☐

If applying for temporary work, during what period of time will you be available?	

What days and hours are you available to work?	

If the position requires driving, do you have a valid driver's license?	YES ☐	NO ☐
Are you available for work on weekends?	YES ☐	NO ☐
Would you be available to work overtime, if necessary?	YES ☐	NO ☐

If hired, on what date can you start work?

Wage/Salary desired:

Referred by:

If hired, can you present evidence of your U.S. citizenship?	YES ☐	NO ☐	If no, are you authorized to work in the U.S. and can you provide proof?	YES ☐	NO ☐
Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?	YES ☐	NO ☐	If yes, state nature of crime/s, when & where convicted & disposition of case/s:	

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered. Convictions for marijuana-related offenses that are more than two years old need not be listed.

Are you at least 21 years old?	YES ☐	NO ☐	
Are you at least 18 years old?	YES ☐	NO ☐	If under 18, hire is subject to verification of minimum legal age.

Were you ever employed by Rinehart Oil?	YES ☐	NO ☐	If yes, from when to when and reason for leaving:
Have you previously applied for a position with Rinehart Oil?	YES ☐	NO ☐	If so, when?
Do you have any friends or relatives working for Rinehart Oil?	YES ☐	NO ☐	If yes, state name and relationship:
Is there any reason you might be unable to perform the functions of the job for which you have applied?	YES ☐	NO ☐	If yes, please explain:
How did you hear about us?			

Note: We comply with ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.

EDUCATION

High School				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
College				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	
Other				Address				
From		To		Did you graduate?	YES ☐	NO ☐	Degree	

Do you speak, write or understand any foreign languages?	YES ☐	NO ☐	If yes, what language?
Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at Rinehart Oil, Inc.?			

Answer the following questions if you are applying for a professional position:

Are you licensed/certified for the job applied for?	YES ☐	NO ☐	
Name of license/certification:			
Issuing State:			
License/Certificate Number:			
Has your license/certificate ever been revoked or suspended?	YES ☐	NO ☐	
If yes, state reason/s, date of revocation or suspension and date of reinstatement:			

REFERENCES

Please list three persons not related to you, whom you have known for at least one year:

1-Full Name		Relationship	
Company		Phone	
Address		Years Acquainted	
2-Full Name		Relationship	
Company		Phone	
Address		Years Acquainted	
3-Full Name		Relationship	
Company		Phone	
Address		Years Acquainted	

PREVIOUS EMPLOYMENT

The U.S. Department of Transportation requires that driver applicants show all employment for the past three years. Drivers must also show commercial driving employment for the seven years immediately preceding this three year period. 49 CFG §391.21(b)(10),(11). Please include your entire work history for the past 10 years. Start with the last or current position, including military experience. Attach a separate sheet if necessary.

1-Company		Phone	
Address		Supervisor	
Job Title		Starting Salary $	Ending Salary $
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?	YES ☐	NO ☐	

2-Company		Phone	
Address		Supervisor	
Job Title		Starting Salary $	Ending Salary $
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?	YES ☐	NO ☐	

3-Company		Phone	
Address		Supervisor	
Job Title		Starting Salary $	Ending Salary $
Responsibilities			
From	To	Reason for Leaving	

May we contact your previous supervisor for a reference?		YES ☐	NO ☐
4-Company		Phone	
Address		Supervisor	
Job Title	Starting Salary $	Ending Salary $	
Responsibilities			
From To	Reason for Leaving		
May we contact your previous supervisor for a reference?		YES ☐	NO ☐
5-Company		Phone	
Address		Supervisor	
Job Title	Starting Salary $	Ending Salary $	
Responsibilities			
From To	Reason for Leaving		
May we contact your previous supervisor for a reference?		YES ☐	NO ☐

Have you ever been terminated from any employment?	YES ☐	NO ☐

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE (PLEASE READ CAREFULLY)

_____ 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 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 Rinehart Oil to thoroughly investigate my references, work record, background or criminal record, education, credit history and other matters related to my suitability for employment and further, authorize the references I have listed 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 Rinehart Oil, Inc., 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 investigations or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Rinehart Oil, Inc. 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 prior notice, at the option of either myself or Rinehart Oil Inc., and that no promises or representations contrary to the foregoing are binding on Rinehart Oil, Inc. unless made in writing and signed by the President of the company.

Signature   Date

This application is valid for only 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.

OFFICE USE ONLY
MANAGER MUST COMPLETE UPON HIRING

Department # _____   Location _____   Job Title _____   Hire Date _____

Starting Wage $_____   Date of Interview(s) _____   Interviewed by _____

Return Application to:

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2401 N. State Street
Ukiah, CA 95482
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