

Employment Application Form

Great Lakes Quick Lube, LP
 d.b.a. Valvoline Instant Oil Change
 P.O. Box 270224
 West Allis, WI 53227



DATE: _____

Name _____
 Last First Middle Initial

Present Address _____
 Number Street City State Zip Code

E-mail Address _____ Social Security No. _____ - _____ - _____

Telephone (____) _____ Work Phone (____) _____

Date available for work _____ Position applied for _____

Are you eligible to work in the United States? Yes No

Employment desired: Full Time Only Part Time Only
 Full or Part Time

Educational Background:

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Trade School				

Have you ever been convicted of a violation of the law other than a minor traffic violation? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation. _____

Do you have a valid driver's license? Yes No If yes, list number _____

Do any of your friends or relatives work for Great Lakes Quick Lube? Yes No
 If yes, list name(s) _____

Please list two references other than relatives or previous employers.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone (____) _____

Telephone (____) _____

Military Experience

Have you ever been in the Armed Forces?

Yes

No

Are you currently a member of any branch of the Armed Forces?

Yes

No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience

List the positions you have held starting with your present employment. If more than one position or classification was held with a given organization, list each position as a separate period of employment. Under "Specific Duties", describe clearly the tasks you performed and the nature of your supervisory, technical or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers unless you request otherwise.

Previous Employment Information: Position No. 1

Employer _____

Address _____

City _____ State _____ Zip _____

Supervisor's Name _____ Phone Number _____

Employment Type: Full Time Part Time Hours Worked Per Week _____

Dates of Employment: From _____ To _____

Beginning Rate of Pay: _____ Ending Rate of Pay: _____

Description of Duties:

Position Title _____

Specific Duties:

Reason for Job Change:

Previous Employment Information: Position No. 2

Employer _____

Address _____

City _____ State _____ Zip _____

Supervisor's Name _____ Phone Number _____

Employment Type: Full Time Part Time Hours Worked Per Week _____

Dates of Employment: From _____ To _____

Beginning Rate of Pay: _____ Ending Rate of Pay: _____

Description of Duties:

Position Title _____

Specific Duties:

Reason for Job Change:

Previous Employment Information: Position No. 3

Employer _____

Address _____

City _____ State _____ Zip _____

Supervisor's Name _____ Phone Number _____

Employment Type: Full Time Part Time Hours Worked Per Week _____

Dates of Employment: From _____ To _____

Beginning Rate of Pay: _____ Ending Rate of Pay: _____

Description of Duties:

Position Title _____

Specific Duties:

Reason for Job Change:

PLEASE READ CAREFULLY

By signing your name below:

You certify that all statements made by you on this application are true and complete to the best of your knowledge and that you understand any intentional misrepresentations or omissions may be cause for rejection of your application or subsequent dismissal if you are hired.

You understand that Great Lakes Quick Lube, LP (GLQL) may require the successful completion of drug and alcohol testing as a condition of employment, and that continued employment may be based on the successful completion of similar tests.

You authorize GLQL to conduct inquiries into your character, reputation, skills and experiences and release those supplying information to GLQL from any liability relating to such information.

Nothing contained in the interview process, this application, or GLQL's employment policies or procedures are intended to create an employment contract between GLQL and you. Should this application result in your employment, you have the right to terminate your employment at any time and for any reason and GLQL retains a similar right.

Signature of applicant _____ **Date** _____

Great Lakes Quick Lube is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, age, disability or veteran's status. We assure you that your opportunity for employment with this company depends solely on your qualifications.

Voluntary Affirmative Action Information

(Completion of this page below is **Voluntary**)

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a medical condition or disability that can reasonably be accommodated, or any other legally protected status.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated. We comply with government regulations, including Affirmative Action obligations.

Please be advised that this information is not part of your official application for employment. It is considered confidential information that will not be used in any hiring decision.

DATE _____/_____/_____

POSITION(S) APPLIED FOR _____

MARK ONE:

- MALE
- FEMALE

MARK ONE OF THE FOLLOWING:

- HISPANIC
- BLACK
- WHITE
- AMERICAN INDIAN/ALASKAN NATIVE
- ASIAN/PACIFIC ISLANDER

REFERRAL SOURCE

- ADVERTISMENT
- SCHOOL
- EMPLOYEE
- RELATIVE
- WALK-IN
- CAREER FAIR
- OTHER _____