

**GENERAL & ADMINISTRATIVE APPLICATION**

**IMPORTANT INFORMATION - READ CAREFULLY**

**I understand that any employment that may result from this application will be “AT WILL” and as such may be terminated at any time by me or the Company with or without reason. I also understand the only employment contracts are those specifically authorized by Company management which have been reduced to writing and executed by both the employee and an authorized representative of the Company, at or above the corporate senior management level. Accordingly, I understand that no employment contract, either expressed or implied, for any period, is created hereby should I be hired by the Company. Any salary figures stated to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to create an employment contract for any specific period of time.**

**Any material omissions or false information provided in the application or during the interview process will result withdrawal of a conditional offer or discharge, regardless of when discovered.**

Should you eventually be considered as a candidate for a position, you will be “conditionally offered” employment based upon meeting any number of pre-employment criteria. Among those are a pre-employment UDS (Urinalysis Drug Screen), a pre-employment FCE (Functional Capacity Exam), a Criminal History Check, Previous Employment Verification, and if necessary, a MVR (Motor Vehicle Record) check. I have read the above information and fully understand the requirements regarding the drug testing and physical examinations. I also understand that this application is not a contract and any false information provided on the application may result in my termination.

\_\_\_\_\_  
Employer Witness

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## APPLICATION FOR EMPLOYMENT

Check company you are applying with:

**Arnold Oil Company of Austin, L.P.**

1617 E. 6th Street  
Austin, TX 78702

**A&L Automotive**

8423 Eastern  
San Antonio, TX 78217

**Arnold Oil Company of Waco**

3704 Franklin Avenue  
Waco, TX 76710

**Lonestar Lubricants**

4618 Warehouse Lane  
Laredo TX 78041

**A-Line Auto Parts**

Rutland Road (Austin)  
 Elgin  
 Round Rock  
 MLK (Austin)  
 Buda  
 Ben White (Austin)  
 Oak Hill (Austin)  
 Taylor  
 Dripping Springs  
 Pflugerville  
 Moulton  
 LaGrange  
 Gonzales  
 Berry Road (Houston)  
 Edgemoor (Houston)  
 Blankenship (Houston)  
 Humble  
 Cypress  
 Waller  
 Waco  
 Laredo St. (San Antonio)  
 Chulie Drive (San Antonio)

**A.O.C. Equipment**

Austin  
 San Antonio

**Parts Connection**

Cedar Park  
 Liberty Hill  
 Leander  
 Bertram

**Regal Car Wash (Waco)**

**ADI (Austin)**

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**In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or handicap.**

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Date of Application: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Name: \_\_\_\_\_

S.S.N. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone# : \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you worked for this company before (Circle one)?      YES      NO

Dates: From \_\_\_\_\_ to \_\_\_\_\_      Location: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If not, how long since leaving last employment \_\_\_\_\_

Who referred you? \_\_\_\_\_ Expected Pay? \_\_\_\_\_

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Are you capable of heavy manual labor?      Yes \_\_\_\_\_ or No \_\_\_\_\_

Would you be willing to take a Functional Capacity Exam?

Yes \_\_\_\_\_ or No \_\_\_\_\_

## MILITARY STATUS

Have you served in the U.S. Armed Forces? Y or N Branch \_\_\_\_\_

Dates: From \_\_\_\_\_ to \_\_\_\_\_ Rank \_\_\_\_\_

## EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 High School 1 2 3 4 College 1 2 3 4

Last school attended \_\_\_\_\_

Drivers License # \_\_\_\_\_ State: \_\_\_\_\_ Type: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Are you atleast 18 years of age? \_\_\_\_\_ If yes, can you provide proof? \_\_\_\_\_

**A. Have you ever been denied a license, permit, or privilege to operate a motor vehicle?**

Yes  No

**B. Has any license, permit or privilege ever been suspended or revoked?**

Yes  No

**C. Have you ever been convicted, pleaded guilty to, or no contest to a criminal offense?**  Yes  No

**If the answer to any of the above questions is yes, give a statement at the bottom or on the back of this page. Answering yes will not necessarily preclude you from being hired.**

## EMPLOYMENT HISTORY

At a minimum, all applicants must provide the following information on all employers during the previous 3 years. **List the complete mailing address, street number, city, state, and zip code. (NOTE: List employers in reverse order starting with the most recent. Add another sheet as necessary.)**

Last Employer \_\_\_\_\_ Tele# \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Second Last Employer \_\_\_\_\_ Tele# \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Third Last Employer \_\_\_\_\_ Tele# \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Fourth Last Employer \_\_\_\_\_ Tele# \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Tele# \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Tele# \_\_\_\_\_  
Address \_\_\_\_\_  
Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**(IF APPLICABLE)**

**EXPERIENCE AND QUALIFICATIONS – GENERAL & ADMINISTRATIVE**

Indicate training and show experience in the following:

* Indicate words per minute	training (check)	years of experience
Typing *		
Shorthand *		
Billing		
Fax		
Data Entry		
10 Key		
Multi-Line Telephone		
Personal Computer		
Accounting A/R		
Accounting A/P		
Bank Reconciliations		

List computer software programs you have worked with

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**(Use Additional Space Below if Necessary)**

**TO BE READ AND SIGNED BY APPLICANT**

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I understand that Arnold Oil Company and its subsidiaries may contact my previous employers and I authorize those employers to disclose to Arnold Oil Company and its subsidiaries all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, **I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to Arnold Oil Company and its subsidiaries, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.** I authorize the people named herein as personal references to provide Arnold Oil Company and its subsidiaries with any pertinent information they may have regarding my previous employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_