

# Harper Oil Products, Inc.

## Employment Application - Corporate

Fax To: 859-283-9314  
 Mail To: Harper Oil Products, Inc.  
 Human Resources Manager  
 PO Box 6325  
 Florence, KY 41022

Position Applied For	Date of Application
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### PERSONAL INFORMATION

Name (First, Middle, Last)
Street Address
Street Address
City, State, ZIP
Telephone Number

Have you ever filed an application with us before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed with us before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what dates?	
If yes, what location?	
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? <small>(Proof of citizenship or immigration status will be required upon employment)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
How did you learn about us?	
If you were referred by a Harper Oil employee, what is their name?	
Do you have reliable transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
During what times are you available to work?	
Are you willing to work <small>(Check all that apply)</small>	<input type="checkbox"/> Nights? <input type="checkbox"/> Overtime? <input type="checkbox"/> Weekends? <input type="checkbox"/> Holidays?
Do you want to work?	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Desired starting pay? (Hourly rate)	\$
When could you begin to work? (Date)	

For more information visit your nearest HOP Shop or call the corporate office in Florence at 859-283-1001 or toll-free at 800-433-0675 and ask for the Human Resources Department.

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### EMPLOYMENT EXPERIENCE

Employer	Dates Employed From: _____ To: _____		Job Description & Responsibilities
Address	Hourly Rate / Salary Starting: _____ Final: _____		
Telephone Number(s)	Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Supervisor's Name	Your Job Title		
Reason for Leaving	Were you Fired? <input type="checkbox"/> Yes <input type="checkbox"/> No	If we contact this employer, would you expect them to say they would rehire you for the last position you held there? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Explain		

Employer	Dates Employed From: _____ To: _____		Job Description & Responsibilities
Address	Hourly Rate / Salary Starting: _____ Final: _____		
Telephone Number(s)	Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Supervisor's Name	Your Job Title		
Reason for Leaving	Were you Fired? <input type="checkbox"/> Yes <input type="checkbox"/> No	If we contact this employer, would you expect them to say they would rehire you for the last position you held there? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Explain		

Employer	Dates Employed From: _____ To: _____		Job Description & Responsibilities
Address	Hourly Rate / Salary Starting: _____ Final: _____		
Telephone Number(s)	Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Supervisor's Name	Your Job Title		
Reason for Leaving	Were you Fired? <input type="checkbox"/> Yes <input type="checkbox"/> No	If we contact this employer, would you expect them to say they would rehire you for the last position you held there? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Explain		

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### EDUCATION

Level	Name & Address of School	Course of Study	Years Completed	Diploma / Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities you feel warrant consideration by the company.


Please list any business equipment operating abilities you have which might be useful on the job for which you are applying.


List professional, trade, business or civic activities and offices held (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status).


Other qualifications (Summarize special job-related skills and qualifications acquired from employment or other experience).


### SPECIALIZED SKILLS – CHECK SKILLS / EQUIPMENT OPERATED

		Production / Mobile Machinery (list):	Other (list):
<input type="checkbox"/> CRT	<input type="checkbox"/> Fax		
<input type="checkbox"/> PC	<input type="checkbox"/> Spreadsheet		
<input type="checkbox"/> Calculator	<input type="checkbox"/> Word Processing		
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Cash Register		

State any additional information you feel may be helpful to us in considering your application.


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**Note to Applicants:**

**DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached or has been provided with the job announcement.

Yes  No

**REFERENCES**

Name	Telephone Number
Address	City, State, ZIP
Name	Telephone Number
Address	City, State, ZIP
Name	Telephone Number
Address	City, State, ZIP

**LEGAL**

Have you ever been convicted of a crime other than a routine traffic violation?

Yes  No If yes, date of conviction \_\_\_\_\_

If yes, please explain fully on a separate sheet of paper.

Conviction of a crime is not an automatic bar to employment – all circumstances will be considered.

**CERTIFICATION AND SIGNATURE**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize Harper Properties, Inc. and its representatives to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision. This could include investigation into my education, employment experience, criminal conviction records, and all other aspects of my background relevant to my proposed employment. I understand that Harper Properties, Inc. may contact the appropriate credit bureau to obtain an investigative consumer report providing information about my character; I understand I may request (in writing to the Human Resources Department) a complete and accurate disclosure of information concerning the nature and scope of this report. I also release Harper Properties, Inc. and its representatives and affiliates, as well as any person to whom such inquiry is directed, from any liability arising directly or indirectly from any such investigations.

This application for employment shall be considered active for a period of time not to exceed forty-five (45) days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Harper Properties, Inc. whether now in effect or which may come into effect at a later date.

Signature of Applicant	Date
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