



# APPLICATION FOR EMPLOYMENT

Riiser Fuels, LLC is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of age (as defined by applicable law), religion, sex, race, color, ancestry, national origin or the presence of any non-job related medical condition or disability, a disabled veteran or a Vietnam era veteran.

**Riiser Fuels LLC is a DRUG-FREE workplace and all associates are subject to a Random drug-screen at any time.**

**POSITION OR TYPE OF WORK DESIRED:** \_\_\_\_\_ **Date Completed** \_\_\_\_\_

**LOCATION APPLYING AT:** \_\_\_\_\_

INDICATE ANY REASONABLE JOB ACCOMMODATIONS THAT MAY BE MADE TO ENABLE YOU TO PERFORM THE DUTIES OF THE JOB FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

## PERSONAL INFORMATION

LAST NAME	FIRST	MIDDLE	MAIDEN NAME OR OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN:	
ADDRESS (NO. STREET)		CITY	STATE	ZIP
TELEPHONE NUMBER ( ) AREA CODE	ALTERNATE NO. WHERE YOU MAY BE CONTACTED: ( ) AREA CODE		REFERRED BY:	

ARE YOU 18 YEARS OF AGE OR OLDER?  YES  NO DO YOU HAVE A LEGAL RIGHT TO WORK IN THE U.S.?  YES  NO

## EDUCATION

HIGH SCHOOL (NAME AND CITY)			GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO	IF GED, DATE RECEIVED
COLLEGE OR OTHER SCHOOLS ATTENDED	LOCATION (CITY/STATE)	DID YOU GRADUATE?	DIPLOMA DEGREE OR CERT.	COURSE OF STUDY

HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES  NO If yes, explain \_\_\_\_\_

(NOTE: A conviction will not eliminate you from employment consideration but may be relevant if such conviction substantially relates to a particular job.)

## EMPLOYMENT HISTORY

PLEASE LIST YOUR JOB HISTORY FOR THE PAST TEN YEARS OR LAST FOUR EMPLOYERS, STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYMENT.

FROM (MONTH/YEAR)	NAME & ADDRESS OF EMPLOYER NAME _____ ADDRESS _____ ZIP _____	IMMEDIATE SUPERVISOR NAME _____ TITLE _____ PHONE # _____
TO (MONTH/YEAR)		IF PRESENT EMPLOYER, MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
LAST SALARY		STATUS: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> AS NEEDED
POSITION TITLE: _____		
DESCRIBE YOUR PRINCIPAL DUTIES OR RESPONSIBILITIES: _____		
REASON FOR LEAVING: _____		

FROM (MONTH/YEAR)	NAME & ADDRESS OF EMPLOYER NAME _____ ADDRESS _____ _____ _____ ZIP _____	IMMEDIATE SUPERVISOR NAME _____ TITLE _____ PHONE # _____
TO (MONTH/YEAR)		IF PRESENT EMPLOYER, MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
LAST SALARY		STATUS: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> AS NEEDED

POSITION TITLE: \_\_\_\_\_

DESCRIBE YOUR PRINCIPAL DUTIES OR RESPONSIBILITIES: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

FROM (MONTH/YEAR)	NAME & ADDRESS OF EMPLOYER NAME _____ ADDRESS _____ _____ _____ ZIP _____	IMMEDIATE SUPERVISOR NAME _____ TITLE _____ PHONE # _____
TO (MONTH/YEAR)		IF PRESENT EMPLOYER, MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
LAST SALARY		STATUS: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> AS NEEDED

POSITION TITLE: \_\_\_\_\_

DESCRIBE YOUR PRINCIPAL DUTIES OR RESPONSIBILITIES: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

FROM (MONTH/YEAR)	NAME & ADDRESS OF EMPLOYER NAME _____ ADDRESS _____ _____ _____ ZIP _____	IMMEDIATE SUPERVISOR NAME _____ TITLE _____ PHONE # _____
TO (MONTH/YEAR)		IF PRESENT EMPLOYER, MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO
LAST SALARY		STATUS: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> AS NEEDED

POSITION TITLE: \_\_\_\_\_

DESCRIBE YOUR PRINCIPAL DUTIES OR RESPONSIBILITIES: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

PLEASE INCLUDE ANY ADDITIONAL INFORMATION THAT YOU THINK WOULD BE APPLICABLE, (e.g., INTERNSHIPS, MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS, ADDITIONAL RELEVANT EMPLOYMENT, AND EXPLANATION OF ANY GAPS IN EMPLOYMENT). EXCLUDE ANY INFORMATION WHICH WOULD DENOTE RACE, SEX, AGE, MARITAL STATUS, NATIONAL ORIGIN, RELIGIOUS OR POLITICAL AFFILIATIONS.

---

**As an applicant for employment with Riiser Fuels, LLC, I understand the following:**

- This application will remain on active file for 60 days. If I am hired within this period, this form will be transferred to my individual personnel file.
- If I am not hired within 60 days, this application is no longer active and I will need to reapply for employment if I wish to be considered for a position with Riiser Fuels.
- Any misrepresentation or falsification of information or significant omissions will be cause for rejection of my application or for subsequent discipline up to and including my dismissal from employment if discovered at a later date.
- I may be required to submit to a pre-hiring physical examination in accordance with the DOT or for a position Riiser Fuels determines the physical ability to perform the job is relevant.
- My employment maybe contingent upon the results of a drug screening analysis for substance abuse. Where required by Riiser Fuels or the DOT, the results of such analysis are grounds for disqualifying me or terminating my employment.
- If my application for employment is accepted, the effective date of my employment shall be the time I actually begin to work. If I am employed, I agree to comply with and be bound by the safety and health rules and regulations, noncompete and confidentiality agreements and rules of conduct of the Company.
- My employment is not guaranteed for any term, and my employment may be terminated by the Company or myself at any time and for any reason. No management official is authorized to make any oral assurance or promise of continued employment.
- All information (including information on any accompanying résumé) is subject to verification.
- I authorize and consent to my current and prior employers, educational institutions, and persons or organizations named in this application (or accompanying résumé) to release any information to Riiser Fuels that may be required to make an employment decision.

Signature \_\_\_\_\_

Date \_\_\_\_\_

---

**SUPPLEMENTAL APPLICATION FOR CSR POSITIONS**

Applicants applying for or who are considered for a **Customer Service Representative (Cashier)** position at a convenience store must provide the following supplemental information:

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

A. Have you ever been denied a position because your company was unable to get you bonded?  NO  YES

B. Have you been released from employment for mishandling money?  NO  YES

If yes, please explain: \_\_\_\_\_

C. Have you been convicted of a felony, or released from prison in the past 10 years? Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered.

NO  YES

If yes, please explain: \_\_\_\_\_

D. Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, or court trial, or dropping of the charge)? Note: A yes answer will not automatically disqualify you from employment.  NO  YES

If yes, please explain: \_\_\_\_\_

I hereby certify that I completed this supplemental application and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

---

**Riiser Fuels, LLC.**

**Employment Verification and Release Statement**

Riiser Fuels, LLC. is hereby authorized to verify the information I have supplied and to conduct any investigation of my personal history and/or credit and financial records, employing investigative or credit agencies or bureaus of its choice subject to the provisions of the Fair Credit Reporting Act.

I hereby authorize you to provide any information requested regarding my employment, character, and qualifications, and release and hold harmless those that provide this information.

**I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time with or without prior notice and without cause. I further understand that any offer of employment may be conditioned upon the results of a physical and/or drug and alcohol examination.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date