

APPLICANT INFORMATION SHEET

STORE# _____

Thank you for your interest in working at our company. Our people make us successful and the employment process is an important aspect of building our team. We appreciate your application and are glad you have shown an interest in joining our team. This sheet is for your information. Please review the following instructions:

1. Review the attached job description, which contains the essential functions of the job for which you are applying. Please read the job description carefully so that you understand the requirements of this position.
2. Complete the attached application. Please **PRINT** all information so it may be easily read. Be certain all forms are completely filled out and signed. Use the abbreviations N.A if a particular provision or section of the form is not applicable to you. Return the application to the location from which you received it. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**
3. If you qualify, you must report to training at an assigned store on the date and time instructed. You must bring two forms of identification. (Drivers License or Government issued ID, Social Security Card, Birth Certificate, Passport, Green Card, Alien Registration, etc)

Once you have successfully completed the requirements for employment, and report on time for your first scheduled shift at your assigned store, you will be considered an employee of LUBE CENTER MANAGEMENT, LTD.

Before you report to work you will receive an Employee Handbook, which covers LUBE CENTER MANAGEMENT, LTD. policies and procedures, and the Guide to Health and Safety. These are for you to keep and review.

If you have ever worked for LUBE CENTER MANAGEMENT, LTD. in the past you must follow the instructions listed above. In addition to these steps, your past employment file will be reviewed by Personnel to determine your eligibility for rehire.

Please note the following

THIS COMPANY DOES NOT SUBSCRIBE TO WORKERS' COMPENSATION PROGRAM. WE HANDLE EMPLOYEE INJURIES THAT OCCUR ON THE JOB THROUGH OUR OWN MANAGED CARE APPROACH TO HEALTH BENEFITS. YOU WILL HAVE CERTAIN RESPONSIBILITIES IN THAT REGARD IF YOU ARE EMPLOYED AND WISH TO HAVE SUCH BENEFITS AVAILABLE TO YOU.

We will keep your application in our active file for thirty (30) days. It is not necessary for you to contact this office regarding job openings after you have completed your application. Should an appropriate opening occur, your application would be reviewed with others. If you are among the most qualified applicants for a position, an interview will be arranged. Please notify us in writing if your address or telephone number should change.

Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, work experience and other factors which are relevant in determining job performance. Credentials and experience will be verified through schools, former employers, and licensing/certification agencies, if applicable. As an Equal Opportunity Employer, decisions to hire and promote are made without regard to race, color, creed, national origin, sex, pregnancy, physical or mental disability or age (as defined by law).

Lube Center Management, Inc. does have a company dress code. You will be issued a uniform if you are hired for a position within the company. A portion of the cleaning and maintenance for uniforms will be deducted from your paycheck each week. You will be required to have solid black oil resistant shoes BEFORE you report to work. If a belt is worn it must not have a buckle and must be approved by management. All body piercings must be removed and tattoos should be covered. No jewelry may be worn while on the job and we do not allow cell phones or pagers to be worn without authorization from a Regional Manager.

We appreciate your application.

**LUBE CENTER MANAGEMENT, LTD.
JOB DESCRIPTION**

APPLICANT NOTICE: This information is being provided for use in assuring the safety and productivity required by helping to more accurately match employee qualifications with job functions.

LUBRICATION TECHNICIAN:

Is involved in initiation and completion of LUBE CENTER MANAGEMENT, LTD. and related transmission oil and filter changes, radiator drain and fill, differential services, state inspection services (if licensed) and light maintenance duties on automobiles, trucks, motor homes, and various other types of vehicles.

ESSENTIAL FUNCTIONS OF THE JOB:

Must be able to bend over the hood of cars, trucks and other vehicles frequently. Must be able to lift boxes of oil filter and motor oil with weights of 12# to 60#. Will be required to work in pit areas with various clearances, requiring reaching upwards, and various exertions of pressure to release drain and fill plugs on vehicles. Must be able to make vocal safety calls loudly to upper and lower bay technicians and complete other duties under the hood or undercarriage of vehicle with little or no assistance. Needs dexterous use of both hands and the ability to enter and exit pits through the use of stairways. Must be able to climb ladders in some stores. Must be able to remain standing for long periods of time.

The job will also require continuous cleaning duties and housekeeping chores as well as dealing with the public to provide quality, friendly, dependable service on customers vehicles as directed by management and by training materials provided.

This is strenuous work, requiring good corrected vision, hearing, climbing, balancing, stooping, kneeling, reaching, lifting and the ability to work in an outdoor environment under various weather conditions. Must have previous experience using hand tools.

I UNDERSTAND THE DESCRIPTION OF THIS JOB, AND THE ESSENTIAL FUNCTIONS AS GIVEN ABOVE. I ALSO UNDERSTAND THAT THIS IS A GENERAL SUMMARY OF COMMON DUTIES. IT IS NOT ALL INCLUSIVE NOR DOES IT FORM AN EMPLOYMENT CONTRACT. ALL EMPLOYEES OF LUBE CENTER MANAGEMENT, LTD. ARE EXPECTED TO PERFORM JOB DUTIES AS ASSIGNED BY MANAGEMENT AND AGREE TO PERFORM THOSE DUTIES AS DIRECTED.

EMPLOYEE SIGNATURE

DATE

LUBE CENTER MANAGEMENT, LTD.
APPLICATION FOR EMPLOYMENT
Please print: Use BLUE or BLACK ink only

**AN EQUAL
OPPORTUNITY
EMPLOYER**

FULL NAME: (LAST) _____ (FIRST) _____ (M.I.) _____
SOCIAL SECURITY NUMBER: _____
ADDRESS: _____ APT #: _____
CITY _____ STATE _____ ZIP _____
PHONE NO. (_____) _____ CELL NO. (_____) _____
EMERGENCY CONTACT: _____
EMERGENCY CONTACT RELATION: _____ PHONE NO. (_____) - _____
ARE YOU AGE 16 OR OLDER? YES [] NO [] IF NO, HIRE IS SUBJECT TO VERIFICATION THAT YOU ARE LEGAL MINIMUM AGE TO WORK)
ARE YOU A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES? YES [] NO []
HAVE YOU BEEN CONVICTED OF A FELONY OR OTHER CRIMINAL CHARGE WITH IN THE PAST TEN YEARS? YES [] NO [] IF YES, PLEASE EXPLAIN: _____

(A CONVICTION WILL NOT AUTOMATICALLY BAR YOU FROM EMPLOYMENT)

DRIVERS LIC NO _____ STATE ISSUED IN _____ EXP. DATE _____
HAVE YOU EVER WORKED FOR LUBE CENTER MANAGEMENT, LTD. BEFORE? YES [] NO []
NAMES OF FRIENDS/RELATIVES EMPLOYED BY LUBE CENTER MANAGEMENT, LTD. _____

ARE YOU CAPABLE OF PERFORMING THE ESSENTIAL FUNCTIONS OF THE JOB, WITH OR WITHOUT REASONABLE ACCOMODATIONS, AS DESCRIBED WITHIN THE JOB DESCRIPTION OF THE POSITION FOR WHICH YOU ARE APPLYING?
YES [] NO []
HAVE YOU EVER BEEN FIRED? YES [] NO [] IF YES, PLEASE EXPLAIN: _____

POSITION APPLYING FOR: _____ WAGE/SALARY DESIRED: _____
FULL TIME [] PART TIME [] DATE AVAILABLE TO START: _____

TO BE ELIGIBLE FOR A POSITION WITH LCM THAT INCLUDES PERFORMING STATE INSPECTIONS, YOU MUST BE ABLE TO MEET THE CRITERIA REQUIRED BY THE STATE OF TEXAS. (INSPECTOR CRITERIA: MUST HAVE A VALID TX DRIVERS LICENSE, MUST BE 18 YEARS OF AGE, NOT CURRENTLY UNDER THE SUPERVISION OF ANY COURT, NOT PREVIOUSLY SUSPENDED FROM THE STATE INSPECTION PROGRAM)

HAVE YOU EVER BEEN A STATE INSPECTOR? YES _____ NO _____

EDUCATION

SCHOOL MOST RECENTLY ATTENDED: _____
_____ COURSE OF STUDY _____
CURRENTLY ENROLLED? _____ HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16+

EMPLOYMENT RECORD

List all jobs and activities which indicate your qualifications including military service, schools, and part time employment while in school, self-employment and periods of unemployment for the past five years. Please also list significant experience more than 5 years ago. **Begin with the most recent. Do not indicate "see resume". Use a separate sheet of paper if you need more space.**

Company Name _____	Phone No. (____) _____ - _____
Address _____	City _____ State _____ Zip _____
Name of Supervisor _____	Employment Dates: From _____ To _____
Job Title _____	Hourly Base Rate: Start \$ _____ Final \$ _____
Describe your duties: _____	Reason for Leaving: _____
Company Name _____	Phone No. (____) _____ - _____
Address _____	City _____ State _____ Zip _____
Name of Supervisor _____	Employment Dates: From _____ To _____
Job Title _____	Hourly Base Rate: Start \$ _____ Final \$ _____
Describe your duties: _____	Reason for Leaving: _____

- **BASE PAY IS YOUR BASIC RATE OF PAY EXCLUDING OVERTIME PREMIUMS, SPECIAL BONUSES OR ALLOWANCE**

I certify that all information on this application is true, correct and complete to the best of my knowledge and that falsification or omission of information is grounds for denial of employment or immediate dismissal.

LUBE CENTER MANAGEMENT, LTD. is hereby authorized to make any investigation of my employment, educational or background history through any investigative agencies or bureaus of its choice. I release all relevant parties from liability of any damages resulting from furnishing such information.

I understand that this is an application for employment and that no employment contract, either express or implied, is being offered.

If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that LUBE CENTER MANAGEMENT, LTD. retains the same right.

Applicant Signature _____

RELEASE AUTHORIZATION

1. In connection with my application, I understand that a consumer credit report, background check and/or past employment history may be requested from public and/or private sources before a final offer of employment. The information provided herein will only be used for the purpose stated.
2. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied or terminated because of information obtained by Lube Center Management, Ltd. If so, I will be notified and provided a copy of the report as well as a summary of my consumer rights.
3. I acknowledge that telephone facsimile (FAX) or photographic copy shall be as valid as the original. This release is valid for most federal, state and country agencies.
4. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau or insurance company contacted by Lube Center Management, Ltd. to furnish the information described in Section 1. The following information is required for positive identification purposes. I hereby release Lube Center Management, Ltd. and agents and all persons, agencies and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

Please print your full name

Please print other names you have used

Home Address

City

State

Zip Code

Social Security Number

Date of Birth

Drivers License Number

State Issuing License

Name as it appears on license

Signature

Date