

# APPLICATION FOR EMPLOYMENT

(Equal Employment Opportunity Company)

**Lanman Oil Company, Inc.**  
**P.O. Box 108, Charleston, IL 61920**

**GENERAL** \_\_\_\_\_ **DATE** / /

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Social Security No. \_\_\_\_\_

ID or License Number: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Have you ever been employed by this company?  Yes  No

Are you employed now?  Yes  No

May we contact your present employer?  Yes  No

If yes, give name: \_\_\_\_\_

Are you prevented from lawfully becoming employed  
in this country because of Visa or Immigration status?  Yes  No

Type of work desired: \_\_\_\_\_

Do you have a valid driver's license in this state?  Yes  No

Can you perform the essential functions of the job(s)  
for which you are applying?  Yes  No

Are you available to work  Full-Time  Part-Time  Over-Time

Date you can start employment? \_\_\_\_\_

Have you been convicted of a felony?  Yes  No  
(Please note that "Yes" answer will not bar you from consideration for employment.)

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

	ELEMENTARY	HIGH	COLLEGE	GRADUATE
Name	_____			
Years	_____			
Completed:	5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Course of Study	_____			

**SPECIAL SKILLS, QUALIFICATIONS, AND CONSIDERATIONS:**

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking:

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES:**

List three (3) non-relatives who are familiar with your qualifications and work history ability.

	<u>Name</u>	<u>Title/Relationship</u>	<u>Years Known</u>	<u>Telephone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**EMPLOYMENT EXPERIENCE:**

Start with your present or last job. List your last four (4) jobs in order. Do not omit any job.

Employer _____	Supervisor's Name _____
City & State _____	Phone Number _____
Month/year started _____	Duties _____
Month/year ended _____	_____

What did you like most about your job? \_\_\_\_\_

\_\_\_\_\_

What did you like least about your job? \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT EXPERIENCE:** (Continued)

Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
City & State \_\_\_\_\_ Phone Number \_\_\_\_\_  
Month/year started \_\_\_\_\_ Duties \_\_\_\_\_  
Month/year ended \_\_\_\_\_

What did you like most about your job? \_\_\_\_\_  
\_\_\_\_\_

What did you like least about your job? \_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
City & State \_\_\_\_\_ Phone Number \_\_\_\_\_  
Month/year started \_\_\_\_\_ Duties \_\_\_\_\_  
Month/year ended \_\_\_\_\_

What did you like most about your job? \_\_\_\_\_  
\_\_\_\_\_

What did you like least about your job? \_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
City & State \_\_\_\_\_ Phone Number \_\_\_\_\_  
Month/year started \_\_\_\_\_ Duties \_\_\_\_\_  
Month/year ended \_\_\_\_\_

What did you like most about your job? \_\_\_\_\_  
\_\_\_\_\_

What did you like least about your job? \_\_\_\_\_  
\_\_\_\_\_

Who recommended you to apply at Lanman Oil Company? \_\_\_\_\_

This company is an equal opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, disability, sex, or other protected status in accordance with applicable federal and state equal employment opportunity laws. This company will strive to accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential functions of the job

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