



Burns & Burns, Inc.

Employment Application

Service Station • Food Shop • Classic Pumper

The successful candidate must:

- Take pride in doing good work
- Believe customer satisfaction comes first
- Be self-motivated

WE PROVIDE:

GOOD WAGES • TRAINING

CUSTOMER ORIENTED ATMOSPHERE

ENJOYABLE WORK

APPRECIATION FOR A JOB WELL DONE

FLEXIBLE HOURS

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Burns & Burns, Inc. participates in the federal E-Verify.

www.burnscstores.com • 601.483.9851 • hr@burnscstores.com

Your Success Will Be Measured By:

- **Customer Service:** Quickly responds to customers and be willing to provide all services offered.
- **Sales Skills:** Looks for the need and asks for the business.
- **Cooperation:** Works well with all staff and willingly cooperates during peak periods or crisis.
- **Job Interest:** Demonstrates an interest in the hows and whys of the business.
- **Personal Appearance:** Being well groomed at work, remaining responsibly neat and clean during work hours.
- **Personality:** Is pleasant, using courtesy and friendliness.
- **Initiative:** Quickly recognizes jobs that need to be done without direction.
- **Attendance:** Reliable. Does not take excessive time off and arrives for work on time.
- **Housekeeping:** Cleans without being told and participates in the cleaning schedule as a routine part of the job.
- **Flexibility:** Cooperates with management assignments, not bothered by interruptions.
- **Follows Instructions:** Listens well, follows directions and learns quickly.

THE FOLLOWING QUESTIONS RELATE DIRECTLY TO THE POSITION FOR WHICH YOU ARE APPLYING. PLEASE ANSWER THE QUESTIONS TO THE BEST OF THE ABILITY.

1. What would 2 quarters, 4 dimes, 6 nickels and 7 pennies equal? _____
2. How much change should a customer receive if the merchandise costs \$3.11 and he gave the clerk one five dollar bill and one penny? _____
3. A customer purchases several items valued at \$4.63 including tax and gave you \$20.00. How much change would you give back to the customer?

4. If a small boy, in 30 days, saved \$1.00 to spend in your store, how much did he save each day? _____

APPLICATION FOR EMPLOYMENT

*BURNS & BURNS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER.

Name _____

Position Applied For _____

Date _____

All statements made by applicants for employment on this application form will be carefully checked for accuracy. We offer equal opportunities to all persons without regard to race, religion, age, sex, national origin, or handicap. The use of this form does not mean there are positions open and does not obligate us in any way. This application will remain on active file for a period of _____ months from the date of application.

PERSONAL INFORMATION

Name(Print) _____ Home or Nearest Phone _____

Present Address _____

City/State _____ Zip Code _____ If present address less than 1 years, please give

Previous Address _____ Social Security Number _____-_____-_____

Are you over the age of 18? Yes ___ No ___ If no, employment is subject to verification that you are of minimum legal age.

Do you speak English? Yes ___ No ___

Are you eligible for employment in the United States? Yes ___ No ___

Are you able to perform the essential functions of the job for which you are applying? Yes ___ No ___

Position applied for _____ How soon could you report to work? _____

Type of Employment? Full-Time ___ Part-Time ___ Temporary ___ Rate of Pay Expected _____

What days and hours if part time? Days _____ Hours _____
From () AM () PM To () AM () PM

EDUCATION

Type of School	Name & Address	Courses Majored In	Check Last Comp. Yr.	Graduate? Give Degrees
High School			1 2 3 4	Yes ___ No ___
College			1 2 3 4	Yes ___ No ___

EMPLOYMENT HISTORY

Have you ever applied with us before? Yes ___ No ___ Have you ever worked with us? Yes ___ No ___

How did you come to apply? Employee Referral ___ Former Employee ___ High School Recruitment ___

College Recruitment ___ Newspaper Ad ___ Walk-In ___ Other _____

Have you ever been convicted of a crime except a minor traffic violation? Yes ___ No ___ If so, state the date, court and place where offense occurred.

Have you ever been discharged or requested to resign from a position? Yes ___ No ___

If so, please explain. _____

Does present employer know you plan employment change? Yes ___ No ___

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes ___ No ___

PRIOR WORK RECORD (Start with the most recent or present employer)

1. Name/Address/Phone of Most Recent Employer _____
Immediate Supervisor (Name/Position) _____ Date Hired _____ Starting Rate _____
Your Job Title/Duties _____ Date Left _____ Last Rate _____
Reason for Leaving _____

2. Name/Address/Phone of Employer _____
Immediate Supervisor (Name/Position) _____ Date Hired _____ Starting Rate _____
Your Job Title/Duties _____ Date Left _____ Last Rate _____
Reason for Leaving _____

3. Name/Address/Phone of Employer _____
Immediate Supervisor (Name/Position) _____ Date Hired _____ Starting Rate _____
Your Job Title/Duties _____ Date Left _____ Last Rate _____
Reason for Leaving _____

SERVICES IN U.S. ARMED FORCES

Have you served in the U.S. Armed Forces? Yes ___ No ___ If yes, date active duty started _____
_____ Year _____ Which service? _____ What branch or service? _____
_____ Starting rank? _____ Final rank? _____
What were your duties? _____

REFERENCES (No Relatives Or Former Employers)

Name _____ Address _____ Phone _____ Occupation _____
Name _____ Address _____ Phone _____ Occupation _____
Name _____ Address _____ Phone _____ Occupation _____

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

"I certify that the information given by me in this application is all true in all respects, and I agree that if employed and it is found to be false in any way, that I may be subject to dismissal without notice, if and when it is discovered. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I further agree, if employed, that I am to work faithfully and diligently, to be careful and avoid accidents, to come to work promptly, and I am not to be absent for any reason without prior notice to my supervisor, and that employment is terminable at the will of either the employee or employer. "

"I agree to be employed on a _____ calendar days probationary period and that I may be dismissed at any time during this period at the discretion of the employer. I agree to submit to a physical examination whenever requested and, if employed, I agree to observe all present and subsequently issued personnel policies and rules. These rules and policies are intended to guide the organization in its relationship with its employees. It is not a contract of employment, and I do not construe it as such. Policies and rules which are issued are not conditions of employment. I understand that the employer may revise policies or procedures, in whole or in part, at any time, with or without notice."

Signature Applicant

Date