

APPLICATION FOR EMPLOYMENT

We appreciate your interest in The Conco Companies. The Conco Companies is an equal employment opportunity employer. The Company's policy is not to discriminate against any applicant or employee based on race, color, sex, religion, national origin, age (40 and over), disability, military status, genetic information, or any other basis protected by applicable federal, state, or local laws. The Conco Companies also prohibits harassment of applicants or employees based on any of these protected categories. It is also The Conco Companies' policy to comply with all applicable federal, state, and local laws respecting consideration of unemployment status in making hiring decisions.

Note to Applicants: Smoking is prohibited in all indoor areas of The Conco Companies unless designated smoking areas have been established by a particular location in accordance with applicable state and local law.

GENERAL INFORMATION

Please complete all requested information. Use ink and print.

Location	Today's Date	Position Applying For
Name (Last) (First) (Middle)		Date Available for Work
Street Address		Are you at least 18 years old? ☐ Yes ☐ No
City State Zip		Telephone (Home) Telephone (Work) () - () -
Have you ever used any other name(s) which is (are) necessary for us to know in order for us to verify your employment or educational record? ☐ Yes ☐ No		Are you available to work overtime as needed? ☐ Yes ☐ No
If yes, please provide the other name(s):		If yes, are you available weekdays? weekends?
Have you previously worked for or applied for a position with The Conco Companies, in any of our locations either as an employee or through an employment agency? ☐ Yes ☐ No		Are you related to or in a close personal relationship with anyone now employed at The Conco Companies? (An answer of "Yes" will not automatically disqualify you from the position for which you are applying.) ☐ Yes ☐ No
If yes, please explain when and, if employed, in what capacity:		If yes, state name(s) and where they are located.
Are you able to perform all of the essential functions of the position for which you have applied with or without a reasonable accommodation? ☐ Yes ☐ No		

PERMISSION TO WORK

Are you legally authorized to work in the United States? ☐ Yes ☐ No
Will you now or in the future require sponsorship for employment visa status (e.g., H-1B status)? ☐ Yes ☐ No

REFERRAL INFORMATION

How did you learn about The Conco Companies?	
☐ Employment Agency (state name): _____	☐ School (state name): _____
☐ Reputation of Firm _____	☐ Newspaper ad (name of paper): _____
☐ Referral (state name): _____	☐ Other: _____

WORK EXPERIENCE

Please specify your complete full-time and part-time employment history, including self-employment. You may include any verified work performed on a volunteer basis. Begin with your most recent employer. If you require additional space, please use the reverse side of this page and/or the following page.

	Company Name	Telephone () -
	Address	Employed (Month and Year) From To
1	Name, Title, and Phone Number of Supervisor	
	Job Title, and Work Responsibilities	Reason for Leaving:

2	Company Name	Telephone () -
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	
	Job Title, and Work Responsibilities	Reason for Leaving:

3	Company Name	Telephone () -
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	
	Job Title, and Work Responsibilities	Reason for Leaving:

(Employment record continued on next page.)

WORK EXPERIENCE (CONTINUED)

Please specify your complete full-time and part-time employment history, including self-employment. You may include any verified work performed on a volunteer basis. Begin with your most recent employer. If you require additional space, please use the reverse side of this page and/or the following page.

4	Company Name	Telephone () -
	Address	Employed (Month and Year) From To
	Name, Title, and Phone Number of Supervisor	
	Job Title and Work Responsibilities	Reason for Leaving:

All employers including your current employer may be contacted to verify the information you provide. May we contact your current employer prior to any offer of employment? Yes ☐ No ☐

PROFESSIONAL REFERENCES

Individuals not related to you. Business references preferred.

Name	Occupation	Phone	Address	Years Known and Capacity

EDUCATION & TRAINING

Please include name, street, city, state and zip code for each school.

School	Name and Location of School	Number of Years Completed	Degree	Type of Course/Major
Graduate				
College				
High School				
Business/Trade/Technical				

JOB-RELATED S K I L L S AND QUALIFICATIONS

Please summarize your job-related skills and qualifications:

ADDITIONAL EMPLOYMENT INQUIRIES

If applying for a position that will include driving:

If hired, can you provide a valid driver's license? ☐ Yes ☐ No

If hired, you may be required to provide evidence of insurance or insurability.

Emergency Contact Person

Name: _____ Phone Number: _____

CRIMINAL HISTORY INFORMATION

BEFORE answering the following question, please read the State Specific Instructions below if you reside in, or are applying for a position in California, Nevada, Oregon, or Washington.

****CALIFORNIA, OREGON, SAN FRANCISCO (CALIFORNIA), AND WASHINGTON: DO NOT ANSWER THE QUESTION BELOW AT THIS TIME.**

Please note that you do NOT have to identify a record of any adult or juvenile arrest, detention or conviction that has been sealed, expunged, shielded, annulled, erased, pardoned, or statutorily eradicated, set aside or otherwise dismissed by court order.

Please note that answering "Yes" to this question will not automatically bar you from employment. Only those crimes which are substantially related to the position you are seeking will be considered.

Have you ever been convicted of or pled guilty or no contest to a crime?

Yes ☐ No ☐

If you answered "Yes," please provide the following additional information:

Nature of offense: _____

☐ Misdemeanor ☐ Felony

Year of conviction: _____

County: _____ State: _____

If, subject to the State-Specific Instructions below, you have more than one conviction, please use additional paper to provide the information requested above.

STATE-SPECIFIC INSTRUCTIONS FOR ANSWERING CRIMINAL HISTORY INQUIRY

California Applicants: DO NOT RESPOND TO THE QUESTION SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.

You will only have to answer these questions if you receive a conditional offer of employment. At that time you will not have to identify: (1) a conviction that has been sealed, dismissed, expunged, or statutorily eradicated pursuant to law; (2) an arrest that did not result in a conviction; (3) referral to or participation in a pretrial or post-trial diversion program; or (4) any of the following marijuana-related convictions entered by the court more than 2 years ago: an infraction for unlawful possession of marijuana or a misdemeanor conviction for: (a) transportation or giving away of up to 28.5 grams of marijuana, other than concentrated cannabis or the offering to transport or give away up to 28.5 grams of marijuana, other than concentrated cannabis; (b) possession of paraphernalia used to smoke marijuana; (c) being in a place with knowledge that marijuana was being used; or (d) being under the influence of marijuana. **San Francisco, California Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will be asked to answer criminal history questions at a later point in the hiring process. At that time you will not have to identify any information precluded by California state law or any information relating to: (1) a conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative (for example, under California Penal Code sections 1203.4, 1203.4a, or 1203.41); (2) a conviction or any other determination or adjudication in the juvenile justice system, or a matter considered in or processed through the juvenile justice system; (3) a conviction for which more than seven years has passed since the date of sentencing; or (4) an offense other than a felony or misdemeanor, such as an infraction.

Nevada Applicants: You must disclose all felony convictions, but may limit disclosure of misdemeanor convictions to those that occurred within the last seven years and resulted in imprisonment. Please note that the discharge and dismissal of certain first time drug offenses, after the accused has completed probation and any required treatment or educational programs, does not constitute a "conviction" for purposes of employment.

Oregon Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.

You will only have to answer criminal history questions after an initial interview or a conditional offer of employment. **Portland, Oregon Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions if you receive a conditional offer of employment. At that time, you will not have to identify (1) an arrest not leading to a conviction, except where a crime is unresolved or charges are pending against you, (2) convictions that have been judicially voided or expunged, or (3) charges that have been resolved through the completion of a diversion or deferral of judgment program for offenses not involving physical harm or attempted physical harm to a person.

Washington Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME. You will only have to answer these questions if you receive a conditional offer of employment.

APPLICANT'S STATEMENT & ACKNOWLEDGMENT

THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED, AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED.

Initial: I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial: I recognize that this employment application is not an offer of employment. I agree that if I am hired by the Company, **I will be an at-will employee**, meaning that either the Company or I may end the employment relationship at any time with or without cause or notice. I understand that only the President of The Conco Companies, and no manager, supervisor, or other representative of the Company, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and with respect to any agreement entered into by the President, any such agreements must be in writing and signed by the President and by me or my authorized representative.

Initial: I further understand and agree that, except for my at-will employment status, if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by The Conco Companies.

Initial: I understand that if I am offered employment, I may be required to sign a non-solicitation and non-disclosure agreement, as a condition of the employment.

Initial: I understand that the Company may share the information contained in this application with other Company employees for employment and administrative purposes and hereby consent to such transfer.

Initial: I hereby authorize, to the extent allowed by applicable federal, state, and local laws, The Conco Companies to conduct its own investigation of my references, employment history and education and, further, authorize the references and prior employers I have listed to disclose to the Company information related to my employment history and qualifications for the position for which I am applying, without giving me prior notice of such disclosure.

Initial: I understand and expressly agree that if employed by the Company, storage areas provided for me (locker, desk, etc.) are open to investigation by the Company without prior notice to me.

Initial: I agree to undergo a pre-employment physical examination consistent with federal and state law.

Initial: If required for the position, I agree to submit to legally permissible drug testing upon an offer of employment from The Conco Companies and prior to starting work. I agree that any offer of employment is contingent upon my receiving a negative test result.

Initial: **California and Oregon Applicants:** I understand that the Company may not ask or require applicants to disclose past salary, wages or other compensation.

My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between the Company and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between the Company and me on such issues.

APPLICANT'S SIGNATURE

DATE

This application will only be considered for 30 days. If you have not been hired within 30 days of submitting this application and you wish to continue to be considered for employment, you must complete another application.