

# KELLY'S CONVENIENCE CENTERS

KAYAR DISTRIBUTING, INCORPORATED

P.O. BOX 1599

ROCK SPRINGS, WYOMING 82902

## APPLICATION FOR EMPLOYMENT

### AN EQUAL OPPORTUNITY EMPLOYER. ALL EMPLOYMENT OFFERS ARE CONDITIONAL UPON PRE-EMPLOYMENT DRUG SCREENING.

THIS COMPANY WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF AGE (AS DEFINED BY APPLICABLE LAW), RELIGION, GENDER, RACE, COLOR, NATIONAL ORIGIN, OR BECAUSE THEY ARE HANDICAPPED, A DISABLED VETERAN, OR A VIETNAM ERA VETERAN. ANSWERS TO APPLICATION QUESTIONS AND RESULTS OF PRE-EMPLOYMENT INVESTIGATIONS WILL BE UTILIZED FOR APPLICABLE, JOB RELATED INFORMATION ONLY, EXCEPT AS REQUIRED BY LAW.

KELLY'S CONVENIENCE CENTERS ARE NO SMOKING ESTABLISHMENTS.

EMPLOYEES ARE PROHIBITED FROM SMOKING, INCLUDING THE USE OF "E-CIGS," DURING WORKING HOURS AT ALL LOCATIONS.

**FILL OUT BOTH PAGES OF THE APPLICATION COMPLETELY. INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED.**

| APPLICANT INFORMATION   |      |                              |  |                   |
|---|------|------------------------------|--|-------------------|
| LAST NAME   |      | FIRST                        | M.I.   | DATE              |
| STREET ADDRESS  |      | MAILING ADDRESS              |  |                   |
| CITY/STATE/ZIP  |      | CITY/STATE/ZIP               |  |                   |
| PHONE   | HOME | CELL                         | ARE YOU 21 YEARS OF AGE OR OLDER? YES <input type="checkbox"/> NO <input type="checkbox"/> | DESIRED POSITION  |
| DATE AVAILABLE  |      | SOCIAL SECURITY NO.          |  | DESIRED SALARY \$ |
| WHAT HOURS/DAYS ARE YOU AVAILABLE TO WORK?  |      |                              | WHAT HOURS/DAYS DO YOU PREFER TO WORK?   |                   |
| HAVE YOU EVER WORKED FOR THIS COMPANY?  |      | YES <input type="checkbox"/> | NO <input type="checkbox"/>  | IF SO, WHEN?      |
| HAVE YOU EVER BEEN CONVICTED OF A CRIME INVOLVING THEFT, VIOLENCE OR ILLEGAL DRUGS?     |      | YES <input type="checkbox"/> | NO <input type="checkbox"/>  | IF YES, EXPLAIN   |
| HAVE YOU EVER BEEN FIRED FROM A PREVIOUS EMPLOYER FOR THEFT, VIOLENCE OR ILLEGAL DRUGS? |      | YES <input type="checkbox"/> | NO <input type="checkbox"/>  | IF YES, EXPLAIN   |

| EDUCATION   |    |  |        |
|-------------|----|--|--------|
| HIGH SCHOOL |    | ADDRESS  |        |
| FROM        | TO | DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/> | DEGREE |
| COLLEGE     |    | ADDRESS  |        |
| FROM        | TO | DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/> | DEGREE |
| OTHER       |    | ADDRESS  |        |
| FROM        | TO | DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/> | DEGREE |

| REFERENCES   |             |                                |
|--|-------------|--------------------------------|
| PLEASE LIST TWO PERSONAL REFERENCES THAT WE MAY CONTACT. DO NOT LIST RELATIVES, MEMBERS OF YOUR HOUSEHOLD OR PREVIOUS EMPLOYERS. |             |                                |
| FULL NAME  |             | RELATIONSHIP                   |
| OCCUPATION   | YEARS KNOWN | PHONE                          |
| ADDRESS  |             | WHAT IS THE BEST TIME TO CALL? |
| FULL NAME  |             | RELATIONSHIP                   |
| OCCUPATION   | YEARS KNOWN | PHONE                          |
| ADDRESS  |             | WHAT IS THE BEST TIME TO CALL? |

| U.S. MILITARY SERVICE |                                  |    |      |
|-----------------------|----------------------------------|----|------|
| BRANCH                | FROM                             | TO | RANK |
| TYPE OF DISCHARGE     | IF OTHER THAN HONORABLE, EXPLAIN |    |      |

**Kelly's Convenience Center**  
1652 Ninth Street  
Rock Springs, Wyoming 82901  
(307) 362-3299

**Kelly's Hitching Post**  
1900 Yellowstone Road  
Rock Springs, Wyoming 82901  
(307) 382-6415

**Kelly's Sunset Convenience**  
1645 Sunset Drive  
Rock Springs, Wyoming 82901  
(307) 382-5987

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### PREVIOUS EMPLOYMENT

PLEASE LIST YOUR LAST THREE EMPLOYERS, STARTING WITH THE MOST RECENT.

|  |    |                              |  |
|--|----|------------------------------|--|
| COMPANY  |    | SUPERVISOR                   |  |
| ADDRESS  |    | PHONE                        |  |
| JOB TITLE  |    | SALARY \$                    | RESPONSIBILITIES   |
| FROM   | TO | REASON FOR LEAVING           |  |
| MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE? |    | YES <input type="checkbox"/> | NO <input type="checkbox"/> If YES, WHAT IS THE BEST TIME TO CALL? |
| COMPANY  |    | SUPERVISOR                   |  |
| ADDRESS  |    | PHONE                        |  |
| JOB TITLE  |    | SALARY \$                    | RESPONSIBILITIES   |
| FROM   | TO | REASON FOR LEAVING           |  |
| MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE? |    | YES <input type="checkbox"/> | NO <input type="checkbox"/> If YES, WHAT IS THE BEST TIME TO CALL? |
| COMPANY  |    | SUPERVISOR                   |  |
| ADDRESS  |    | PHONE                        |  |
| JOB TITLE  |    | SALARY \$                    | RESPONSIBILITIES   |
| FROM   | TO | REASON FOR LEAVING           |  |
| MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE? |    | YES <input type="checkbox"/> | NO <input type="checkbox"/> If YES, WHAT IS THE BEST TIME TO CALL? |

### AGREEMENT

- I CERTIFY THAT MY ANSWERS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION AND UNDERSTAND THAT FALSE OR MISLEADING INFORMATION IN MY APPLICATION OR INTERVIEW MAY RESULT IN MY RELEASE.
- I UNDERSTAND THAT EMPLOYMENT IS NOT GUARANTEED FOR ANY TERM, AND I UNDERSTAND THAT EMPLOYMENT AT KELLY'S CONVENIENCE CENTERS IS CONSIDERED 'AT WILL' AND THAT I MAY BE RELEASED FROM MY EMPLOYMENT AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTICE.
- I UNDERSTAND THAT NO MANAGEMENT OFFICIAL IS AUTHORIZED TO MAKE ANY ORAL ASSURANCE OR PROMISE OF CONTINUED EMPLOYMENT.
- I AGREE THAT I WILL SUBMIT TO DRUG SCREENING BEFORE AND DURING MY EMPLOYMENT, INCLUDING BUT NOT LIMITED TO PRE-EMPLOYMENT DRUG SCREENING, RANDOM DRUG SCREENING, AND SUSPICION BASED DRUG SCREENING. I AGREE THAT IF I FAIL A DRUG SCREENING I WILL REIMBURSE KELLY'S CONVENIENCE CENTERS FOR THE COST OF THE DRUG SCREENING AND THAT MY EMPLOYMENT MAY BE TERMINATED IMMEDIATELY. HAIR AND/OR URINE SAMPLES WILL BE COLLECTED FOR TESTING.
- I UNDERSTAND THAT MY EMPLOYMENT MAY INVOLVE THE HANDLING OF CASH AND OTHER MONEYS, AND THAT I WILL BE HELD RESPONSIBLE FOR ANY SHORTAGES THAT OCCUR WHILE THOSE MONEYS ARE UNDER MY CONTROL AND AGREE TO REIMBURSE KELLY'S CONVENIENCE CENTERS FOR ANY SUCH SHORTAGES.
- I AUTHORIZE KELLY'S CONVENIENCE CENTERS TO COLLECT ANY AMOUNTS OWED BY ME THROUGH WAGE OFFSETS AGAINST MY EARNINGS PURSUANT TO WYOMING STATUTES GOVERNING WAGE OFFSET RULES, AND AGREE TO PAY ANY ADDITIONAL UNCOLLECTED AMOUNTS PROMPTLY AND FULLY.
- I AUTHORIZE KELLY'S CONVENIENCE CENTERS TO PERFORM PRE-EMPLOYMENT INVESTIGATION, INCLUDING BUT NOT LIMITED TO SOCIAL SECURITY NUMBER VERIFICATION, CRIMINAL BACKGROUND CHECKS, PERSONAL REFERENCE CHECKS, PREVIOUS EMPLOYMENT VERIFICATION, AND CREDIT HISTORY REPORTS.
- 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 COMPANY POLICIES INCLUDING BUT NOT LIMITED TO THE SAFETY AND HEALTH RULES OF THE COMPANY, AND THAT MY EMPLOYMENT MAY BE SUBJECT TO ANY PROBATIONARY PERIOD ESTABLISHED BY COMPANY POLICY.

SIGNATURE

DATE

LEAVE THIS SECTION BLANK. TO BE FILLED OUT ONLY BY EMPLOYER.

HIRED YES ☐ NO ☐

DATE

BY

SALARY

COMMENTS

COMPLETE AND RETURN TO ONE OF THE LOCATIONS BELOW. INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED.

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