

DBK ENTERPRISES, INC. DANBAR CORPORATION

1970 Lincoln Highway, Saint Charles * 2428 Sullivan Road, Aurora

EMPLOYMENT APPLICATION

Is your drivers' license current & valid? YES _____ NO _____ State: _____ D/L# _____
Are you willing to take a drug test? YES _____ NO _____
You will be required to pay a \$25 refundable drug test fee (if you pass the test). Please initial your agreement and understanding of this payment. _____
Can you work any days of the week, INCLUDING Saturday & Sunday? YES _____ NO _____

Our policy is and will continue to be that of an Equal Opportunity Affirmative Action Employer. We recruit, hire, train & promote the most qualified applicants and employees without regard to race, color, gender, religion, age, marital status, national origin, military or veteran status or disability.

General Information

Name (Last, First, Middle)			Date of Application		
Home Address City State Zip Code			Social Security Number		
Home Telephone ()			May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Business Telephone ()			Other Telephone ()		
Position Applying For		Min. Wage/Salary	Are there any days or times you are not available for work? If yes, please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date Available	Are you interested in (check all that apply) <input type="checkbox"/> Temporary? <input type="checkbox"/> Full Time? <input type="checkbox"/> Part Time?				
Have you previously been employed by Jiffy Lube International, Inc. (including Franchisees), Pennzoil-Quaker State Company or any of its affiliates? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Location:			Dates of Previous Employment From : To:		
Do you have relatives employed by Jiffy Lube International, Inc. Pennzoil-Quaker State Company or its affiliates? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list name(s):					

Education

Circle Highest Grade Completed	High School 9 10 11 12	College 1 2 3 4	Graduate School 1 2 3 4	Technical - Business - Other 1 2 3 4
School Name/City/State (You may be required to provide copies of transcripts to verify this information.)		Course/Degree		Diploma/Certif. or Degree Rec'd Yes No
High School				
Technical/Business/Vocational				
Other				
Undergraduate College				

Technical Skills/Experience

 Indicate experience or training with the equipment or activities listed below as applicable to the position for which you are applying.

<input type="checkbox"/> Automotive	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Secretarial	<input type="checkbox"/> Computer Equipment	<input type="checkbox"/> Other (Please specify) _____
<input type="checkbox"/> Automotive Training (List)				
<input type="checkbox"/> Management Training (List)				
<input type="checkbox"/> Other Training or Skills (Please describe)				

Additional Information

Are you legally entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:	
Were you ever discharged by any company? If yes, please provide reason and company(ies): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a crime other than a minor traffic violation? If yes, please explain offense: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, were any felony convictions in the last five years? <input type="checkbox"/> Yes <input type="checkbox"/> No Convictions are not necessarily a bar to employment or promotion; however, deception as to their existence or falsification of their exact nature will result in denial or termination of employment. In considering your conviction record, factors such as the time of the offense, seriousness and nature of the violation will be taken into account.	

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Work Experience Starting with most recent employer, please list every job you have held during the last ten years. Give accurate dates of employment and specific reason(s) for leaving. You should include any military experience that is relevant to the position for which you are applying.

Dates (Mo. & Yr.)	Employer Name and Address	Position Held and Supervisor	List Major Duties	Salary or Wages	Reason for Leaving
From	Name	Your Job Title		Starting	
To	Address City State	Supervisor		Final	
	Telephone (include area code)				
From	Name	Your Job Title		Starting	
To	Address City State	Supervisor		Final	
	Telephone (include area code)				
From	Name	Your Job Title		Starting	
To	Address City State	Supervisor		Final	
	Telephone (include area code)				
From	Name	Your Job Title		Starting	
To	Address City State	Supervisor		Final	
	Telephone (include area code)				

May we contact your current and former employers? ☐ Yes ☐ No

Employment References Refer to people familiar with your work performance or academic background.

Name	Address	Work Phone Number	Title	Years Known

Please Read Carefully Directions: Read this agreement before you sign this application. If you have any questions, ask someone before you sign it.

In consideration of my employment or the continuation of my employment by Jiffy Lube International, Inc. and its affiliates ("the Company"), and the salary and wages to be paid to me, I agree to the following:

- I acknowledge that I am honestly and legitimately applying for the position specified on this application. The information provided is true and complete and I understand that any misstatement, falsification or omission of information shall be grounds for denial of employment or if hired, discharge from employment with the company. I agree that all statements made in regard to evaluation of my application are subject to investigation and confirmation by the Company.
- I understand that I may be asked to take a post-offer drug and/or alcohol test in states where allowed by law. I understand that a confirmed positive test may result in a withdrawal of my offer of employment. I understand that if the drug test is confirmed positive, I will be allowed an opportunity to refute the results with the Medical Review Officer.
- I understand the Company, in accordance with its Drugs and/or Alcohol Policy, may require me during my employment to take a drug and/or alcohol test. I agree that if I refuse to submit to a test or if the test is confirmed positive, I may be discharged from employment with the Company. I understand that possession, use, distribution, or being under the influence of prohibited drugs or alcohol while on the job or on company property may be cause for termination of employment.
- I agree that my signature on this application serves as my consent to the conduct of and promise to cooperate fully in any security investigation which may be conducted by the Company. I understand that my refusal to cooperate with any investigation shall be cause for withdrawal of my application for employment or cause for discharge from employment with the Company.
- I understand that if I am hired by the Company, I may have access to training manuals and policy manuals developed by the Company. I understand these manuals may include confidential information. I agree not to make copies of these manuals or provide this information to anyone without approval from my supervisor.
- I understand that all employees of a publicly owned Company such as Jiffy Lube International, Inc. and Pennzoil-Quaker State Company are at all times to conform to the highest standards of honesty, integrity and security for the protection of the owners and customers of the Company. I agree to observe all Company policies, practices and procedures currently in existence and new and revised ones, which may be issued in the future.
- I agree and acknowledge my employment with the Company is not for any definite period of time and that either I or the Company may terminate my employment at any time without advance warning or notice, without investigation and without cause. I understand the employment-at-will relationship is the entire agreement between me and the Company as to the duration of employment.
- I agree that should I be employed by the Company, either in the position applied for or in some other position now or hereafter, such employment may be terminated by the Company at any time, without liability to me for wages or salary, except as such may have been earned at the time of termination of employment.
- I agree to provide to the company documents as prescribed by the Immigration Reform and Control Act of 1986, which verify my eligibility to be employed in the United States.
- I authorize any former employer, educational institution, or any other person or representative of a company or organization to release the details of my former employment, education or other history including any documentary evidence thereof to the Company. I release any former employer, educational institution or any other person or representative from any liability for furnishing any such information to the Company.

Applicant's Signature	Date	Manager's Signature	Date
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