

APPLICATION FOR EMPLOYMENT

Please read the following carefully prior to applying for a position.

When hiring at Swifty's 15-Minute Oil Change, we insist that all staff members share our values; 1) delivering *Top Customer Service*, 2) having a *Strong Work Ethic*, 3) always striving for *Quality Workmanship*, and 4) working together and having strong *Teamwork*.

To be successful at Swifty's 15-Minute Oil Change, you must be willing to work hard as part of a team, take direction and strive to fulfill your duties with zero defects (mistakes). As a company we commit to invest significant time and resources into training for everyone and expect that our employees will continuously strive for excellence.

As part of our recruiting process, successful applicants will have two interviews, will be asked to complete an online profile assessment and will have professional reference checks completed. The profiles assessment is a quick questionnaire that takes approximately 15-minutes to complete. It is a multiple choice type of questionnaire, and asks a variety of questions, including some on the topic of work ethic, drug use, and more.

We are proud to be a local, family owned business that offers a pleasant and fulfilling work environment for our team members. We offer stable hours year round with many benefits. After 6 months, staff members are eligible for health benefits as well a profit sharing program. To be successful you must possess a positive attitude, a willingness to work hard, and a drive to pull your own weight and be part of a productive team. We want devoted team players with a strong drive to be the best.

If this sounds like the place for you, then please fill out the application completely and pass it in along with your resume. We look forward to meeting you and hopefully joining our winning team!

Name _____ Date _____
Last First Middle
Address _____
Street City Province Postal Code
Telephone # () Other Phone # ()
Email: _____ Referred by _____

Position(s) applied for: Full Time Part Time (Click all that apply)

You are available to work: Mornings Afternoons All Day Saturdays (Click all that apply)

When are you available to start work? ASAP Available Start Date: _____
Month Day

Have you been convicted of a crime in the last seven (7) years? Yes No

If yes, please explain _____
CONVICTION WILL NOT NECESSARILY BE A DISQUALIFICATION FOR EMPLOYMENT.

Wage desired _____ Are you legally eligible for employment in this country? Yes No

Have you applied with this company before? Yes No

Have you been employed at this company before? Yes No If yes, when? _____



North Side: 299 Union St., Fredericton, NB Ph: 472-2791
South Side: 11 Avonlea Ct., Fredericton, NB Ph: 457-1585
Email: info@swiftys15.com

EDUCATIONAL BACKGROUND

List previous two (2) educational institutions attended, beginning with the most recent.

SCHOOL	CITY, PROVINCE	GRADUATED?		DEGREE(s)/DIPLOMA(s) EARNED
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

EMPLOYMENT BACKGROUND

Provide the following information beginning with the most recent employer. **Must be filled out completely.**

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	

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		FROM	TO	
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JOB TITLE		HOURLY RATE/SALARY STARTING		
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REASON FOR LEAVING		HOURLY RATE/SALARY FINAL		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	

COMMENTS INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT: _____



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PLEASE ANSWER THE FOLLOWING QUESTIONS

What three words best describes you and your personality? (ie. honest, energetic, etc.) _____

How did you hear about Swifty's 15-Minute Oil Change? _____

Why would you like to work for Swifty's? _____

When and how did you come to decide to start working with your hands, doing mechanical type of work?

What experience have you had in vehicle maintenance? _____

What types of projects do you enjoy doing around your house? _____

What other experience do you have that would assist you and the company in this position? _____

What do you think is the most difficult part of working in the oil change business? _____

How would you explain what Swifty's 15-Minute Oil Changes does for its customers? _____

Who was the best supervisor you've had? What characteristics made that person a good manager?

Think of the worst supervisor you've had. What characteristics made that person a poor manager?

What characteristics or personality traits do you most admire in co-workers? _____

What characteristics or personality traits do you most dislike in co-workers? _____

If won the lottery and money wasn't an issue, what work would you do for no pay at all? _____



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Imagine you have been on your feet and working hard all day. A customer is stressed & tired and lashes out at you for taking too long even though its only been 7 minutes. What do you do?

What if they don't accept what you're saying and want to talk to your boss, but he/she is not available. What do you do then?

Personal Fun Info:

Favorite Treat: _____ Coffee – Yes/No How do you like it? _____
 Favorite Restaurant? _____ Favorite Store: _____
 Hobby? _____ A Life Goal: _____

PROFESSIONAL REFERENCES

List the name, company, years acquainted, and phone number of three professional references. (prior supervisors).

NAME	COMPANY	YEARS ACQUAINTED	PHONE NUMBER
			()
			()
			()

Please note; We talk to professional references only.

I certify that all the information I have provided is true, complete and correct.

I authorize this company to conduct a criminal record check and to investigate all statements contained on this application. I understand that any misrepresentation or omission of facts called for is cause for immediate disqualification and/or if employed, immediate dismissal.

Furthermore, I understand and agree that if employed, I am free to resign at any time, with or without cause and without prior notice, and Swifty's 15-Minute Oil Change reserves the same rights to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not in any way constitute an agreement or contract for employment.

I understand that if I am hired, I may be required to provide proof of identity & legal authority to work in NB.

Applicant's Signature _____ **Date** _____

Office Use	
Interview Date: _____	Comments: _____
Cultural Interview By: _____	_____
CIDS Interview By: _____	_____
No. Reference Checks: # _____	Agreed Salary: \$ _____ Probationary Period (3mths): _____
Hiring Manager's Signature _____	Date: _____



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