



# Employment Application

You may request any needed accommodations to participate in the application process. PLEASE PRINT OR TYPE. ANSWER ALL QUESTIONS COMPLETELY. We do not discriminate on the basis of race, creed, ancestry, religion, color, sex, age, national origin, disability, or (where applicable) sexual orientation.

## GENERAL INFORMATION

Name: First		Last		Middle		Social Security Number:	
Address:				City, State, Zip Code:		(Area Code) Phone Number:	
Have you previously been employed by Waterway Gas & Wash? If yes, state dates employed and location. <input type="checkbox"/> Yes <input type="checkbox"/> No				Have you previously applied for employment with Waterway? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?			
List names of any friends or relatives working for Waterway Gas & Wash and the location at which they work.						How did you learn about Waterway / job opening?	
Position applied for:		Date available to start work:		Minimum acceptable pay:		Do you have a current driver's license? If "no," explain <input type="checkbox"/> Yes <input type="checkbox"/> No	
Apart from absences for religious observances will you be available for work as follows: (Check as many as apply.)							
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		<input type="checkbox"/> Days <input type="checkbox"/> Nights			
<input type="checkbox"/> Temporary <input type="checkbox"/> Any		<input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Any		<input type="checkbox"/> Weekends <input type="checkbox"/> Any			
Do you have a method of transportation that will allow you to arrive at work on time? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you 16 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		If hired, can you submit proof of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever pled guilty to, been found guilty of, pled no contest to, or been found to have committed an offense against the law (including but not limited to, traffic violations)? If "yes", give date, place, charge, and disposition. (A "yes" does not necessarily bar you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No							
Have you ever been placed on a sexual offender or sexual predator registry? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?				Give name, address, and phone number of person to notify in case of an emergency.			

### Before moving on, you should read the attached position description(s) for the job(s) you are seeking

I have reviewed the attached position description(s) for the following position(s):  Line Associate  Cashier  Service Consultant  \_\_\_\_\_  
 (If you have not reviewed the attached position description(s) for the job(s) you are seeking, you must do so before checking the appropriate box below.)  
 I can perform all of the essential functions with or without reasonable accommodations.  Yes  No

## EDUCATION

High School Attended:	Address:	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED
College(s) attended:	Address:	Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No Major:
Other specialized training:	Address:	Describe training:
List any plans for continuing education	Have you ever worked or attended school under a different name? If yes, where and what name? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Give name, phone number, and relationship of reference to your most recent school performance:		

## EMPLOYMENT HISTORY

Starting with your present or most recent position, list all places of employment and account for periods of unemployment. If more space is needed use an additional sheet of paper.

Name of Present or Most Recent Employer:	Your Position/Title:	Starting Salary:	Describe Your Duties:	
Street Address: Phone:	Date Employed (month/year): From: to:	Present/Last Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Quit? <input type="checkbox"/> Yes <input type="checkbox"/> No Discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No
City/County: State: Zip Code:	Supervisor's Name and Title:		Reason you quit, or reason you were given for discharge:	
Name of Previous Employer:	Your Position/Title:	Starting Salary:	Describe Your Duties:	
Street Address: Phone:	Date Employed (month/year): From: to:	Present/Last Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Quit? <input type="checkbox"/> Yes <input type="checkbox"/> No Discharged? <input type="checkbox"/> Yes <input type="checkbox"/> No
City/County: State: Zip Code:	Supervisor's Name and Title:		Reason you quit, or reason you were given for discharge:	
May we contact the employers listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no," explain why and indicate which one(s) we should not contact				
Waterway Gas & Wash requires that you be at work when scheduled & that you work your entire shift. Will you be able to meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No				
How many days were you absent (excluding vacations) from work during the last 12 months?				

**An Equal Opportunity / Drug-Free Workplace Employer  
EMPLOYMENT HISTORY (CONTINUED)**

Describe a difficult situation you experienced at your previous job and how it was resolved. \_\_\_\_\_

Describe a specific situation where you have provided excellent customer service in your most recent position. Why was this effective? \_\_\_\_\_

**YOUR WATERWAY EXPERIENCE**

Have you ever visited a Waterway Gas & Wash location? Where? Describe your experience: \_\_\_\_\_

What do you like about our carwash? \_\_\_\_\_

Why would you like to work for Waterway Gas & Wash? \_\_\_\_\_

**Read carefully before signing:**

(1) I agree to cooperate with Waterway Gas & Wash ("Waterway"), its insurance companies, and law enforcement and investigative personnel in the course of any security investigations. I understand that my failure to cooperate in the course of a security investigation or my refusal to take or failure to pass a polygraph test to the satisfaction of Waterway, with supporting evidence, may result in my dismissal. (2) I hereby affirm that the information provided on this application (and accompanying resume, if any) and in my interview is true and complete to the best of my knowledge, and agree that false and misleading information or omission may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. (3) I authorize all individuals, companies and institutions named in this application (and accompanying resume, if any) and all individuals connected therewith, to provide Waterway and any representative or agent thereof with any relevant information that may be required to arrive at an employment decision. I hereby release all such parties as well as Waterway Gas & Wash, and any representative or agent thereof from any legal liability or damage that may result from seeking, furnishing, or using such information in connection with my application or employment with Waterway Gas & Wash or any legal obligation. (4) I understand that a routine inquiry may be made during Waterway's initial or subsequent processing of my employment application into my character, general reputation, personal characteristics, and mode of living. I understand that upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided. (5) I also understand that employment may require passing a post-offer drug/alcohol screen. (6) In consideration of my employment by Waterway, I irrevocably consent to the use by Waterway of my name, picture, or likeness for any advertising, publicity, or other legitimate business purpose, regardless of whether I am employed by Waterway when the name, picture, or likeness is used. I irrevocably waive any rights of privacy and publicity, any property rights, and any other rights and claims arising out of Waterway's legitimate use of my name, picture, or likeness. I irrevocably waive any additional consideration, compensation, or benefit in the event my name, picture, or likeness is used. Any negative, prints, videotape, or other material for printing reproduction in connection with the use of my name, picture, or likeness will be Waterway's property.

This application is current for a 15-day period only. If you wish to be considered for employment after this period, you must submit a new application. Only the most qualified applicants will be notified.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

**POSITION DESCRIPTION: LINE ASSOCIATE (Read if you are applying for a Line Associate position)**

**ESSENTIAL FUNCTIONS:**

- Greet customer; help customer and/or passengers in/out of vehicle when needed; direct customer into sales area; visually inspect vehicle for prior damage; prep vehicle using power sprayer, prep gun, bug gun, and van brush; remove telephone antenna; lower power antenna; ensure that windows are up, sunroof is closed, and doors are unlocked
- Drive vehicle onto and off conveyor; program wash type, and send vehicle; shut conveyor down if other vehicles are in path of vehicle on conveyor; watch traffic flow to avoid vehicles bumping or colliding
- Vacuum vehicle interior; dry entire outside of vehicle; wipe door jambs; clean interior windows; wipe dashboard, steering column, instrument panel, and console; use detail brush on dashboard and instrument panel; clean vehicle wheels; apply Armor All to exterior rubber; take mats to mat beater and place mats back in vehicle; apply Rain-X to front windshield; apply fresh scent; apply hand wax to vehicle exterior, and buff out hand wax; apply Armor All to the interior of the vehicle; prep carpeting and/or floor mats and steam using steam machine; clean and condition leather seats
- Visually inspect outside and inside of vehicle; ask customer for receipt and if everything looks okay; summon manager-in-charge if customer complains or there is a problem; thank customer
- Wash, dry, and fold towels; carry baskets of towels to stations and/or carts; fill and/or stock window cleaner, Armor All, hand wax, wheel cleaner, rain-x, whitewall cleaner, all-purpose cleaner, leather cleaner, leather conditioner, carpet cleaner, sponge containers, and all other cart supplies as needed
- Patrol lot for trash; sweep and hose lot; sweep wash area; hose tunnel; cut grass and pull weeds; shovel snow and salt lot; dig car wash trench
- Clean wash equipment, windows, doors, and walls; clean vacuum buckets; and empty trashcans
- Follow company policies, procedures, rules, directives, and instructions
- Perform other functions as required

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## **POSITION DESCRIPTION: LINE ASSOCIATE (Read if you are applying for a Line Associate position)**

### **JOB REQUIREMENTS AND QUALIFICATIONS:**

- Ability to bend, stoop, lift up to 50 pounds, pull, push, reach, climb, wipe, stand, walk, run, kneel, stretch, read, write, see, hear, understand, and talk
- Ability to hear and respond quickly to: wash buzzers, squealing tires, revving engines, honking horns, and other audible warning signs
- Current valid driver's license
- Ability to drive vehicles with automatic and standard transmissions
- Ability to work independently, to exercise good judgment, to work and assist customers quickly, and to work under pressure
- Ability to work in heat and cold, and in sunshine, wind, snow, sleet, rain, and other adverse weather
- Ability to wear hearing protection if working in blower area
- Ability to be at work regularly, on time, and predictably, to work an assigned schedule, and, if required, to work extended hours, weekends, and/or holidays
- Ability to work in a team environment, and to interact well with management, co-workers, and customers
- Does not pose a direct threat to the health or safety of others in the workplace
- Professional appearance, demeanor, and attitude
- Knowledge of wash services and c-store products

### **WORK ENVIRONMENT:**

- Weather extremes, including heat, cold, wind, rain, snow, sleet, and sunshine
- Gasoline and exhaust fumes
- Equipment with moving parts
- Chemical solutions and dirt
- Noise

## **POSITION DESCRIPTION: CASHIER (Read if you are applying for a Cashier position)**

### **ESSENTIAL FUNCTIONS**

- Greet customers entering store; assist customers; answer telephone; handle customer complaints or summon manager-in-charge when necessary, use walkie-talkie to communicate with managers and other team members
- Count money at beginning of shift to ensure that amount is correct and that there is adequate change; receive payment from customer; process credit cards, checks, coupons, gift cards, Clean Car Club® cards, and other discount cards; process gas discounts; give change; make money drops in safe; use change safe to restock change; complete end-of-shift accounting and reporting responsibilities
- Explain and offer Clean Car Club membership, coupon book, and wash services to customers; explain and offer seasonal promotions; process membership and coupon book sales; use Electronic Journal to complete membership data entry
- Verify license plates of Clean Car Club (and other discount program) members; verify student and/or educator IDs when processing discount cards; verify age of anyone appearing to be under 40 for purchase of cigarettes or alcohol; obtain cigarettes for customers; refuse sale of cigarettes and alcohol to minors
- Keep cashier area clean, stocked, and organized; stock cups and lids at soda and coffee machines; clean soda and coffee machines and surrounding areas; stock items in refrigerator case(s); make coffee; clean and stock merchandise racks; change ribbons in register printer; count merchandise inventory; clean bathroom fixtures; sweep and wash bathroom floors; replenish bathroom supplies; vacuum and sweep floors; shake rugs; empty trash cans; and keep unauthorized employees out of sales area
- Follow Waterway policies, procedures, rules, directives, and instructions
- Perform other functions as required

### **JOB REQUIREMENTS AND QUALIFICATIONS**

- Ability to bend, stoop, lift up to 50 pounds, pull, push, reach, climb, wipe, stand, walk, run, kneel, stretch, read, write, see, hear, understand, talk, perform arithmetic calculations, and key punch
- Current valid driver's license
- Ability to work independently, to exercise good judgment, to work and assist customers quickly, and to work under pressure
- Ability to work in heat and cold, and in sunshine, wind, snow, sleet, rain, and other adverse weather
- Ability to sell to customers
- Ability to be at work regularly, on time, and predictably, to work an assigned schedule, and, if required, to work extended hours, weekends, and/or holidays
- Ability to work in a team environment, and to interact well with Waterway management, co-workers, and customers
- Does not pose a direct threat to the health or safety of others in the workplace
- Professional appearance, demeanor, and attitude
- Knowledge of wash services and c-store products
- Ability to comply with Health Department requirements for fountain soda and food sales
- **Stores that do not sell liquor:** must be at least 17 years old
- **Stores that do sell liquor:** must be at least 18 years old (at least 21 years old after car wash closes); satisfactory background check with no felony convictions; satisfaction of other legal requirements

### **WORK ENVIRONMENT**

- Gasoline and exhaust fumes
- Equipment with moving parts
- Chemical solutions and dirt
- Noise

**POSITION DESCRIPTION: SERVICE CONSULTANT (Read if you are applying for a Service Consultant position)**

**ESSENTIAL FUNCTIONS:**

- Greet, assist, and thank customer; give customer clear directions on how to navigate the pump area and entrance; pump gas; check and replenish oil in vehicle; check and replenish windshield washer fluid in vehicle; service multiple vehicles simultaneously
- Sell wash services and products; prepare wash ticket; mark window for services purchased; assist in timing customer visits; communicate with management and other team members using a walkie-talkie
- Inspect vehicle for prior damage and for retractable antenna and phone antenna; ask customer to lower or remove antennas
- Maintain a clean and safe environment, clean gas pumps, nozzles, and pump island areas; empty trash cans; stock windshield cleaner buckets and squeegees.
- Clean wash equipment and walls
- Follow company policies, procedures, rules, directives, and instructions
- Perform other functions as required

**JOB REQUIREMENTS AND QUALIFICATIONS:**

- Ability to bend, stoop, lift up to 50 pounds, pull, push, reach, climb, wipe, stand, walk, run, kneel, stretch, read, write, see, hear, understand, and talk
- Ability to hear and respond quickly to: wash buzzers, squealing tires, revving engines, honking horns, and other audible warning signs
- Current valid driver's license
- Ability to drive vehicles with automatic and standard transmissions
- Ability to work independently, to exercise good judgment, to work and assist customers quickly, and to work under pressure
- Ability to work in heat and cold, and in sunshine, wind, snow, sleet, rain, and other adverse weather
- Ability to sell to customers
- Ability to be at work regularly, on time, and predictably, to work an assigned schedule, and, if required, to work extended hours, weekends, and/or holidays
- Ability to work in a team environment, and to interact well with Waterway management, co-workers, and customers
- Does not pose a direct threat to the health or safety of others in the workplace
- Professional appearance, demeanor, and attitude
- Knowledge of wash services and c-store products

**WORK ENVIRONMENT:**

- Weather extremes, including heat, cold, wind, rain, snow, sleet, and sunshine
- Gasoline and exhaust fumes
- Equipment with moving parts
- Chemical solutions and dirt
- Noise

**FOR MANAGEMENT USE ONLY:**

**Reviewed:**

Date: \_\_\_\_\_ Manager Name: \_\_\_\_\_ Proceed? Y / N

**Follow up:**

Left Message Date: \_\_\_\_\_ Manager Name: \_\_\_\_\_

No Answer Call back on: \_\_\_\_\_ Mgr Name: \_\_\_\_\_

Phone Screen Date: \_\_\_\_\_ Manager Name: \_\_\_\_\_ Proceed? Y / N

**1st Interview:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Manager Name: \_\_\_\_\_ Proceed? Y / N

**2<sup>nd</sup> Interview:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Manager Name: \_\_\_\_\_ Proceed? Y / N

**Orientation:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_