

Application For Employment With



Corporate Office
8400 E Prentice Ave
Suite 400

Greenwood Village CO 80111

INFORMATION ON THIS APPLICATION IS SOLELY FOR THE USE OF ALTA CONVENIENCE. IT WILL BE TO THE APPLICANT'S ADVANTAGE TO ANSWER EACH QUESTION FULLY AND ACCURATELY. THE USE OF THIS FORM DOES NOT INDICATE THAT THERE ARE ANY POSITIONS OPEN AND DOES NOT OBLIGATE THE COMPANY. **PLEASE PRINT OR TYPE.**

COMPANY APPLYING FOR: ALTA CONVENIENCE

1	Name: Last	First	Middle Initial	Are you 18 years of age or older: Yes <input type="checkbox"/> No <input type="checkbox"/>	
2	Present Address: Street	City	State	Zip	Present Telephone No. () -
3	Permanent Address: Street	City	State	Zip	Permanent Telephone No. () -
4	Date Available For Employment		Position Applying For	What Do You Expect As A Starting Wage?	
5	Are You On Layoff And Subject To Recall? Yes <input type="checkbox"/> No <input type="checkbox"/>		If Yes, Name Company	Are You Eligible To Work In The U.S.A.? Yes <input type="checkbox"/> No <input type="checkbox"/>	
6	Are You Willing To Undergo A Background Check? Yes <input type="checkbox"/> No <input type="checkbox"/>		7	Do You Have Any Relatives Employed By This Company? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Name: Relationship:	
8	Are You Available To Work Saturdays, Sundays and Holidays? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are You Available To Work Overtime? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are You Available To Perform Shift Work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
(Intentionally Left blank)					
9	TYPE OF EMPLOYMENT APPLYING FOR FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>		HAVE YOU EVER BEEN EMPLOYED BY THIS COMPANY BEFORE? YES <input type="checkbox"/> NO <input type="checkbox"/>	HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH THIS COMPANY? YES <input type="checkbox"/> NO <input type="checkbox"/>	
10	WERE YOU REFERRED? YES <input type="checkbox"/> NO <input type="checkbox"/> BY WHOM:		WHEN WHERE	WHEN WHERE	

	EDUCATION					
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	SCHOOL	NAME AND LOCATION OF SCHOOL		NO. OF YEARS COMPLETED	DID YOU GRADUATE	DEGREE RECEIVED
12	HIGH SCHOOL OR GED				YES <input type="checkbox"/> NO <input type="checkbox"/>	
13	COLLEGE				YES <input type="checkbox"/> NO <input type="checkbox"/>	
14	OTHER				YES <input type="checkbox"/> NO <input type="checkbox"/>	

15 Please list any additional skills, technical or professional knowledge, use of machines or equipment you may have, including the ability to write and/or speak any foreign languages that you would like considered.

16 DO YOU HAVE ANY COMPETITIVE OR CONFLICTING BUSINESS INTERESTS? YES NO IF THE ANSWER IS YES TO CONFLICT OF INTEREST, EXPLAIN:

LIST THREE REFERENCES (PREVIOUS SUPERVISOR PREFERRED)			
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17	NAME AND ASSOCIATION	OCCUPATION	ADDRESS	PHONE
18	NAME AND ASSOCIATION	OCCUPATION	ADDRESS	PHONE
19	NAME AND ASSOCIATION	OCCUPATION	ADDRESS	PHONE

PREVIOUS EMPLOYMENT RECORD		
START WITH CURRENT OR MOST RECENT EMPLOYMENT – USE ADDITIONAL SHEET IF NECESSARY. ACCOUNT FOR ALL PERIODS OF UNEMPLOYMENT (WHICH MEANS TIME PERIODS OF BEING OUT OF WORK OR BETWEEN JOBS)		

COMPANY NAME OR DATES NOT EMPLOYED	TELEPHONE () -	NAME OF SUPERVISOR
ADDRESS	DATES OF EMPLOYMENT(MONTH AND YEAR)	REASON FOR LEAVING
<input type="checkbox"/> HOURLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY START \$ FINAL \$	MAY WE CONTACT THIS EMPLOYER?	
COMPANY NAME OR DATES NOT EMPLOYED	TELEPHONE () -	NAME OF SUPERVISOR
ADDRESS	DATES OF EMPLOYMENT(MONTH AND YEAR)	REASON FOR LEAVING
<input type="checkbox"/> HOURLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY START \$ FINAL \$	MAY WE CONTACT THIS EMPLOYER?	
COMPANY NAME OR DATES NOT EMPLOYED	TELEPHONE () -	NAME OF SUPERVISOR
ADDRESS	DATES OF EMPLOYMENT(MONTH AND YEAR)	REASON FOR LEAVING
<input type="checkbox"/> HOURLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY START \$ FINAL \$	MAY WE CONTACT THIS EMPLOYER?	

Which of the above jobs did you like the most? Explain why.

Which of the above jobs did you like the least? Explain why.

For Alta Convenience Applicants Only	<p>WORKING IN THIS CONVENIENCE STORE</p>
	<p>Thank you for your interest in working for our convenience store. Serving our customers is our number one priority. You have probably been a customer in a convenience store, so you know that people want to walk in to a clean store that has the products they want to buy. They also want to be served by friendly, helpful employees. The people we hire have to do a lot of different things to be sure that our customers are satisfied. Some of the things our employees are asked to do may not be glamorous, but it is important that they are done promptly and courteously so that our customers want to return to our store.</p> <p>Some of the essential functions of the position are:</p> <ul style="list-style-type: none"> • Greet our customers as they enter the store. • Comply with uniform and personal appearance policies. • Arrive on time for all scheduled shifts. • Abide by all pay policies. • Comply with company cell phone and Information Technology policies. • Operate Point of Sale terminal and correctly make change. • Adhere to Tobacco, E-Cig, and Alcohol sales regulations. • Keep the store adequately stocked with merchandise. • Follow all vendor check-in procedures. • Control merchandise, gasoline, and cash losses. • Complete required paperwork. • Support all company initiatives and loyalty programs. • Maintaining store appearance to expectation of customer appeal survey. • Maintain a safe work environment according to company, state, and federal guidelines. • Complete all required daily shift duties. • Stand on your feet for long periods of time. • Lift and stock cases that can weigh up to 50 pounds. • Work in variety of temperatures. • Complete additional tasks assigned by managers. • <p>There are times when our employees are asked to work when they are not scheduled. Some of them work a shift alone. However, work here can be rewarding. If you are hired, you will be able to gain valuable work experience and even have fun doing it.</p>
	<p>ARE YOU OF LEGAL AGE TO SELL ALCOHOLIC BEVERAGES IN THIS STATE? YES <input type="checkbox"/> NO <input type="checkbox"/></p>
	<p><i>WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND DO NOT DISCRIMINATE AGAINST APPLICANTS OR EMPLOYEES ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, SEXUAL ORIENTATION, VETERAN STATUS, DISABILITY STATUS OR ANY OTHER PROTECTED STATUS</i></p>
	<p>BY ACCEPTING EMPLOYMENT, I RECOGNIZE THAT I HAVE NO EXPRESSED OR IMPLIED CONTRACTUAL RIGHTS TO EMPLOYMENT FOR ANY PERIOD OF TIME. I UNDERSTAND THAT MY EMPLOYMENT IS ON AN "AT-WILL" BASIS. THIS MEANS THAT I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE. LIKEWISE, THE COMPANY ALSO HAS THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE.</p> <p>THE INFORMATION FURNISHED ON THIS APPLICATION IS ACCURATE AND COMPLETE AND I UNDERSTAND THAT FALSIFICATION OF ANY PRE-EMPLOYMENT INFORMATION MAY SUBJECT ME TO DISCHARGE. I UNDERSTAND THAT EMPLOYMENT MAY BE CONDITIONED ON SATISFACTORY COMPLETION OF A DRUG TEST. I UNDERSTAND THAT WITH MY WRITTEN CONSENT, A BACKGROUND INVESTIGATION MAY BE CONDUCTED. I ALSO UNDERSTAND THAT BEFORE MY EMPLOYMENT IS FINALIZED, I WILL BE REQUIRED TO SUBMIT DOCUMENTATION SHOWING MY CITIZENSHIP OR ELIBIGIBILITY TO WORK IN THE U.S.</p>

DATE _____

APPLICANT'S SIGNATURE _____