

BP CSR ESSENTIAL FUNCTIONS

Duties

- To report to work on time and in proper uniform and name tag.
- To execute superior customer service as follows:
 - Promptly greeting the customer
 - Suggestive selling our products, sales, KickBack Customer Loyalty Card & BP Visa card
 - Thanking the customer
 - Inviting the customer to return to our store
- Follow all safety and security policies and procedures while on duty, including not going outside after dark while working alone.
- To accurately account for sales, collect the money and secure it in the designated area.
- To reconcile shift paperwork and adequately explain any variances.
- To assist in store merchandising, which includes facing, moving merchandise forward, pricing, stocking, and cleaning all merchandise on shelves and coolers during each shift.
- Understand and explain any gasoline and/or merchandise promotions available to the customer.
- Assist in maintaining the image of the location, including keeping the store and property clean, safe and free of debris.
- Document and notify the Site Manager of any problems, incidents or unusual activities that occur while on duty.
- Help train new employees on point of sale operations, credit card processing procedures and other duties as instructed by the Site Manager.
- Perform all duties as assigned by the Site Manager or Assistant Manager or Owners.
- Perform all work shift duties.

Physical Requirements:

- Ability to lift and carry cases of merchandise such as motor oil, soft drinks, ice bags and groceries, etc. (up to an approximate weight of 25 pounds).
- Have the ability to frequently bend, stoop and reach in order to service customer vehicles; reach safe drops, under and over counter supplies and goods; check fuel tank levels, make price changes on outside signs utilizing price change equipment, etc. Must be able to use arms above head/shoulder level.
- Climb a ladder or step up to reach supplies in overhead areas.
- Stand for periods up to eight hours.
- Perform site maintenance duties as necessary, i.e. cleaning windows, mopping floors, cleaning the lot, cleaning restroom facilities, etc.
- Aid and assist customers at self service islands including performing full service duties for disabled customers using the self service island.
- Operate and know location of all safety equipment; i.e. emergency cut-off switch, fire extinguisher, panic button, etc.
- Operate all store equipment including cash register, adding machines, telephone, credit card machine, coffee dispenser, lottery machine, money order machine, KickBack machine, etc.
- Read, write and clearly speak English.
- Must have ability to communicate effectively with customers and co-workers.
- Ability to work alone and capable of summoning personal assistance during all medical emergencies.

J-MARt bp Amoco Shops
10300 W. US 30, Wanatah
APPLICATION FOR EMPLOYMENT

J-MARt Companies is an equal opportunity employer. Applicants are considered for employment without regard to race, color, national origin, religion, sex, age, handicap, disability, citizenship status, or any other basis prohibited by law, unless such basis constitutes a *bona fide* occupational qualification. J-MARt Companies will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

Date of Application _____

PLEASE PRINT

Name _____

Address _____
NUMBER STREET CITY STATE ZIP CODE

If you have resided at your present address less than five years, list your prior address:

Address _____
NUMBER STREET CITY STATE ZIP CODE

Telephone (_____) _____ Social Security Number _____ - _____ - _____

Position(s) desired _____ Salary Expected _____

Are you available to work _____ Full Time _____ Part Time _____ Temporary
_____ On Call _____ Overtime _____ Any Shift

On what date would you be available for work? _____

List any days and times you are not available for work _____

Are you on a lay-off and subject to recall? Yes _____ No _____

Have you filed an application here before? Yes _____ No _____ If yes, give date(s) _____

Have you ever been employed here before? Yes _____ No _____ If yes, give date(s) _____

Do you have any relatives that are employed here? Yes ___ No ___ If yes, please list them by name

Why did you apply for a position at the J-MARt? _____

Why do you think you would make a valuable employee of the J-MARt? _____

Are you a U.S. Citizen or an alien legally entitled to work in the position(s) for which you have applied?
_____ Yes _____ No

Are you 18 years of age or older? _____ Yes _____ No

Have you been convicted of or pled guilty to a felony or misdemeanor other than a minor traffic violation?
(Conviction or plea will not necessarily disqualify applicant from employment.) _____ Yes _____ No

If yes, please explain _____

Name of person we should notify in case of emergency _____

Address _____ Emergency Phone No. _____

EDUCATION

Type of school	Name of School	City & State	Number of years completed	Graduate Yes/No	Course Pursued/ Degrees Granted
Grade School					
Junior High School					
Senior High School					
College or University					
Business, Trade, or Technical School or College					
Correspondence or Special School or College					

Summarize special job-related skills and qualifications acquired from education, employment, volunteer work, or military service.

PERSONAL REFERENCES

List the name, address, and telephone number of three references who are not related to you and are not previous employers.

1. _____ (_____) _____
 NAME ADDRESS TELEPHONE NO.

2. _____ (_____) _____
 NAME ADDRESS TELEPHONE NO.

3. _____ (_____) _____
 NAME ADDRESS TELEPHONE NO.

EMPLOYMENT RECORD

Starting with your present or most recent job, list your employment experience. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment. Do not omit any employment.

Employer _____	Employment dates:	Kind of Work Performed:
Address _____	from:	
Telephone () _____	to:	
Job Title _____		
Salary/Hourly rate: Starting: _____	Final: _____	
Immediate Supervisor: _____		
Employer _____	Employment dates:	Kind of Work Performed:
Address _____	from:	
Telephone () _____	to:	
Job Title _____		
Salary/Hourly rate: Starting: _____	Final: _____	
Immediate Supervisor: _____		
Employer _____	Employment dates:	Kind of Work Performed:
Address _____	from:	
Telephone () _____	to:	
Job Title _____		
Salary/Hourly rate: Starting: _____	Final: _____	
Immediate Supervisor: _____		
Employer _____	Employment dates:	Kind of Work Performed:
Address _____	from:	
Telephone () _____	to:	
Job Title _____		
Salary/Hourly rate: Starting: _____	Final: _____	
Immediate Supervisor: _____		

If you need additional space, please continue on a separate sheet of paper.

May we contact the employers listed previously? Yes No If no, indicate which one(s) you do NOT wish us to contact, and state the reason why you prefer that we do not contact the employer(s).

Have you ever been discharged or asked to resign from any position? Yes No

If yes, please state the employer and dates of employment.

Which of the positions listed above did you like the best? _____ Why?

Which of the positions listed did you like the least? _____ Why?

Applicant's Statement

(Please indicate that you have read and that you understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.)

____ I certify that this application was completed by me and that all entries on it and all information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information in my application may result in discharge.

____ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In making this application for employment, I understand that an investigation may be made and information may be obtained through interviews with the personal references and past employers listed. This inquiry may include information as to my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references or former employers that are given in response to the inquiry.

____ I hereby release all parties, including but not limited to the J-MARt, personal references, and previous employers, from any and all liability for any injury or damage that may result from their furnishing information to J-MARt, concerning me or any action J-MARt, takes on the basis of such information.

____ I understand that if I am offered a job as a condition of beginning my employment, I may be required to undergo a physical examination and/or drug screen and I hereby authorize any doctor, hospital, clinic, laboratory or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.

____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me by a J-MAR Company, is contingent upon my ability to produce the required documentation within the time period required by law.

____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by a J-MAR Company, or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other J-MAR Company, material do not create any guarantee of employment and that a J-MAR Company, has the right to modify, amend, or terminate policies, practices, benefits plans, or other programs within the limits and requirements imposed by law. I understand that no representative of J-MAR, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding on a J-MAR Company.

Date: _____

Signature of Applicant