



**Hughes Petroleum Ltd.  
Front Line Employment Application Form**

**PERSONAL INFORMATION:** (must be filled out by all applicants in full)

First Name:	Last Name:
Phone Number:	E-Mail Address:
Address:	
Number & Street	City Postal Code
Highest Education Completed?	Year Completed?
Do you own a vehicle? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you Bondable? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a criminal record? Yes <input type="checkbox"/> No <input type="checkbox"/> Details of record(s):	

**EMPLOYMENT HISTORY:** (please fill out in full if you don't have a resume to attach)

Dates	Company Name & Phone Number	Position Held	Reason for Leaving
From: To:			
From: To:			
From: To:			
From: To:			

**EMPLOYMENT HISTORY:**

We have two different front line positions that are hired for, the following will give a brief description of each so you are able to make an informed decision on which one you would like to apply for:

**Station Attendant:**

- a. Learning and passing your propane certification within your first 3 weeks of employment (if applicable at your station);
- b. Stocking of shelves and rotating products;
- c. Completing all customer transactions in an efficient, accurate and courteous manner;

- d. Cleaning of the station (including: bathrooms, walls, floors, windows, doors, shelves, coolers etc.);
- e. Car Wash assistance when required (including: spraying down bays, hanging hoses, emptying garbage etc);
- f. Stocking/Rotating of all product (FIFO);
- g. Opening/Closing the station (including: doing dips, balancing totals, making deposits, checking the cleanliness and locking up);
- h. Cash/Till/Paperwork (including hourly checks, till work, cash/debit/credit handling);
- i. Maintenance of the lot (including: shoveling, graveling, garbage, windshield washer fluid etc).

**Car Wash Attendant:**

- a. Keeping the bays in a presentable manor at all times which includes, but is not limited to; spraying them down, taking out the garbage, picking up garbage in the bays, acid washing the walls, cleaning out the vacuums;
- b. Helping keep the lot clean by: picking weeds, shoveling snow, brushing up gravel.

**Both Positions:**

- a. Working in a respectable manor with all co-workers;
- b. Treating everyone you come into contact with, with the utmost respect and professionalism;
- c. Requires the following physical requirements: repetitive bending, twisting, pushing, pulling and gripping. Involves prolonged standing and walking. Being able to be in the following elements; hot, cold, wind, rain, snow and wet. Ability to lift at all levels (floor to waist, waist overhead, etc.) up to 30 lbs with no issues and at times repetitively.

Position Applying For: _____	Available Start Date: _____
Applying for: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> _____	Location(s) can work at: _____

Any other pertinent medical / physical / conditions relevant to the job applying for, experience and education:

  
  
  
  
  
  
  

**IMPORTANT - PLEASE ENSURE YOU READ AND UNDERSTAND THE FOLLOWING PRIOR TO SIGNING:**

The applicant hereby certifies that the answers to the foregoing questions are true and correct. I understand that if the information on this application is found to be false in any respect including omission of information, I will be subject to immediate dismissal.

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

**Hughes Petroleum Ltd.** \_\_\_\_\_