

EMPLOYMENT APPLICATION

D-A Lubricant Company, Inc.

An Equal Opportunity Employer

CONFIDENTIAL

Please fill out this form and fax it attention: D-A Lubricant Company, Human Resources. 317-941-2134. If additional space is needed, please feel free to fax additional pages containing your information.

Name _____ Date _____
Social Security No. _____
Address _____
City _____ State _____ Zip Code _____
Home Phone (Area Code) _____ Nearest Major City _____
Driver's License or State Issued ID No: _____ State of Issue _____ Expiration Date _____

Position Applying for? _____

Full-time Part-Time

If part-time, what hours and days are you willing to work? _____

Do you have any relatives employed by D-A Lubricant Company, Inc. in any of its divisions? Yes No

If yes, explain. _____

Have you ever applied to, or been employed by D-A Lubricant Company, Inc. in any of its divisions?

Yes No

If yes, explain. _____

How were you referred to D-A Lubricant Company, Inc.?

Agency Newspaper

Referral Other

Referral Name _____

If you have ever been convicted of a crime other than traffic offenses, explain _____

Do you have military experience relevant to the position applied for? Yes No

If yes, describe _____

HIGH SCHOOL NAME: _____

City _____ State _____

Graduated? Yes No

Grade average _____ where "A" = _____ points

Major area of study _____

Extracurricular activities _____

Honors _____

COLLEGE NAME _____

City _____ State _____

Dates: from _____ / _____ to _____ / _____

Degree(s) and dates _____

Major _____

Extracurricular activities _____

Honors _____

Grade average _____ where "A" = _____ points

Percent of expenses earned _____

TECHNICAL OR ADDITIONAL EDUCATION:

Describe (School, Dates Attended, Courses, Certificate)

SPECIAL JOB RELATED SKILLS:

Typing (wpm _____)

Software

Word Processing

Spreadsheet

Desktop Publishing

Database

LANGUAGES: Fluency (Fair, Good, Excellent)

JOB RELATED HOBBIES / INTERESTS:

(Do not list any activity or organization which might reflect race, national origin, sex, or religious preference.)

LAST OR PRESENT POSITION

Company Name _____ Employment from _____ to _____
Address _____ City _____ State _____ Zip _____
Title _____ Tel. Number (_____) _____
Duties _____
Name and title of immediate supervisor _____
Annual base earnings at start \$ _____ Final or current base annual earnings \$ _____
Date of last increase _____ Amount of Increase\$ _____ Bonus \$ _____ Commissions \$ _____
Reason(s) for leaving _____
May we contact employer? Yes No If no, explain _____

PREVIOUS POSITION

Company Name _____ Employment from _____ to _____
Address _____ City _____ State _____ Zip _____
Title _____ Tel. Number (_____) _____
Duties _____
Name and title of immediate supervisor _____
Annual base earnings at start \$ _____ Final or current base annual earnings \$ _____
Date of last increase _____ Amount of Increase\$ _____ Bonus \$ _____ Commissions \$ _____
Reason(s) for leaving _____
May we contact employer? Yes No If no, explain _____

PREVIOUS POSITION

Company Name _____ Employment from _____ to _____
Address _____ City _____ State _____ Zip _____
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Annual base earnings at start \$ _____ Final or current base annual earnings \$ _____
Date of last increase _____ Amount of Increase\$ _____ Bonus \$ _____ Commissions \$ _____
Reason(s) for leaving _____
May we contact employer? Yes No If no, explain _____

I hereby state that information in this employment application is complete and true to the best of my knowledge. I understand that misstatement of facts, falsification of information, or any other misrepresentations will be considered sufficient grounds for the Company to disqualify me for consideration prior to my employment, or grounds for my immediate dismissal if such information should become known after I join D-A Lubricant Company, Inc. or any of its Divisions or subsidiaries. I hereby authorize you to contact educational institutions and employers (except where I have indicated otherwise) to verify the information shown on this application and to obtain information about me kept by any consumer reporting agency, and to make other inquiries concerning my character, reputation and demeanor. I understand I have the right to request from D-A Lubricant Company, Inc., in writing, the nature and scope of any investigation requested, I also understand that the release of the information disclosed to D-A Lubricant Company, Inc. is only for the official use of D-A Lubricant Company, Inc. with respect to my application for employment and for no other purpose.

All employment with the Company is at-will by both parties and may be terminated, at any time, by myself or the Company. Any oral comments contrary to the at-will nature of the employment are not binding on the Company unless agreed to, in writing and signed by me and an authorized officer of the Company. Verification of eligibility to be employed within the country will be required at time of hire.

Your Signature _____ **Date** _____