

# Cashier/Clerk

## Corning Chevron



### **Full-time Positions Available!**

**Wage:** Minimum Wage / DOE

Hiring for Any Shift

Store is open 24 hours/7 days per week

If you enjoy working with the public and operating a cash register and take pride in keeping a store looking good, consider applying TODAY!

### **Position Requires:**

- Must be 21 years of age or older.
- Two years' experience preferred.
- Able to lift up to 50lbs and be able to bend, stop and squat on occasion.
- Able to work on feet for extended periods.
- Computer cash register experience preferred.
- Must be reliable and dependable.
- Must have excellent customer service skills will be dealing with the public (friendly, polite, helpful).

### **Additional Information**

**Deadline to apply: ASAP**

### **To Apply:**

Submit your resume and standard application along with a Job Applicant Questionnaire to a JTC staff person.

# Standard Employment Application

An Equal Opportunity Employer

Name (Last, First, MI) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Position applying for: \_\_\_\_\_ Have you ever applied to or worked for \_\_\_\_\_ before?  Yes  No

Company Name \_\_\_\_\_

If yes, when? \_\_\_\_\_ Do you have any friends or relatives working for \_\_\_\_\_  Yes  No

Company Name \_\_\_\_\_

If yes, state name and relationship: \_\_\_\_\_

Name

Relationship

-If hired, would you have a reliable means of transportation to and from work?  Yes  No

-Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)  Yes  No

-Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?  Yes  No If no, describe the functions that cannot be performed: \_\_\_\_\_

*(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, skill and/or agility tests.)*

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, morale, or if doing so could create conflicts of interest.

## Education, Training and Experience

	School Name	City	State	Number of Yrs. Completed/Degree Earned	Did You Graduate?
High School					
College/University					
Vocational School					

## Business References

List below three persons not related to you who have knowledge of your work performance within the last three years

Name	Occupation	Phone Number	Relationship	No. of Years Acquainted



Date \_\_\_\_\_

**Job Application Questionnaire**

**Employer (if listed)** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Contact Information**

Full Name: \_\_\_\_\_

*First*

*Last*

*M.I.*

Primary Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

**Questionnaire**

Do you meet all of the qualifications listed on this job flyer?  Yes  No

Are you bilingual in any languages?  Yes  No If yes, please list:

\_\_\_\_\_

Do you have a current CA Food Handlers Certificate?  Yes  No

Do you have reliable transportation?  Yes  No

Why are you interested in this specific position?

\_\_\_\_\_  
\_\_\_\_\_

What 3 strengths have helped you succeed in previous positions and how did these skills help the business?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please describe a difficult customer or co-worker experience you've had. What did you do in this experience and what was the outcome?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In your opinion, what are the 3 most important skills needed in this position?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Are there any areas of this position you feel you'd need training? If so, please list.

\_\_\_\_\_  
\_\_\_\_\_

Please describe a situation where you provided excellent customer service.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the hours you are available to work during the next 6 months (example 7:00am – 4:00pm).

M	T	W	Th	F	Sa	Su

**Thank you** for your interest in this position, please submit your application materials including this questionnaire to a Career Center Staff Person.