



Employment Application

Serving our markets since 1923

One of the largest companies in our region

Energy, Markets, Tire, Transport

Over 400 employees

**Corporate Office: 1045 West Chestnut Street
Washington, PA 15301**

November 2014



Expectations for Coen Oil Administrative Employees

Job Expectations

- Giving fast, friendly Customer Service is our top priority.
- Loyalty- involvement in the activities of Coen Oil and its brand; professionalism and readiness to participate in solution of company problems. All employees and managers are obliged to use company assets only for improvement and development of Coen Oil business and not for self-profit or individual gain.
- Responsibility- to achieve results within the set timeframe; to be ready to bear responsibility for failure to fulfill duties; to effectively balance personal objectives/results and the objectives/results of the company.
- Initiative- to make proposals on new projects, optimize functions and business procedures; show desire to participate in project and work groups; and contribute to performance improvement.
- Professionalism- to possess unique and up-to-date knowledge and have the capability to apply this knowledge; to possess one's own competent vision and to demonstrate the capability to achieve results.
- Resourcefulness and capability to find non-routine solutions- to be internal entrepreneurs of the Company, generating new solutions and projects outside the range of standard duties, job functions, or business based on either a new combination of traditional approaches and processes or their non-standard application.
- Focus on cooperation with fellow employees- readiness to participate in cross functional teams and projects; giving timely and effective response to the requests of co-workers from other company divisions, readiness to share information. Efforts to establish barriers between divisions, competition for information and status, undue influence on functional divisions, sabotage of requests and appeals shall be considered destructive activity.



Appearance Expectations

Coen Oil has no desire to control individual lifestyles. However, a positive image of Coen Oil is important. As a result, supervisors are responsible for counseling employees on acceptable and appropriate business attire at Coen Oil and on matters of unacceptable personal hygiene.

Management may, consistent with applicable law, determine in its discretion that your choice of clothing is unsafe or impractical for assigned duties or may result in an unfavorable impression of Coen Oil.

While performing duties for the Company, employees are expected to dress in attire appropriate to the business environment and to behave in a professional manner at all times to best represent our business.

Appropriate Business Attire and Appearance Guidelines

- For women, business casual attire includes dress shirts, polo shirts, blouses, sweaters, traditional split skirts, casual dresses, sundresses, skirt outfits, blue jeans in good taste, tailored slacks, Capri pants, khakis or chinos, dress corduroy slacks (heels, flats, or other casual shoes).
- For men, relaxed business attire includes dress or sport shirts with collars or ties, polo shirts, tailored slacks, blue jeans in good taste, khakis or chinos, dress corduroy slacks and business shoes or other casual shoes.

Inappropriate Attire and Appearance Guidelines

- Overly distressed, excessive holes blue jean clothing
- Casual shorts, leggings, unless worn with a dress or skirt, jogging suits or sweat suits, yoga/spandex pants
- Flip-flops
- Sweatshirts, T-shirts, tank tops
- Pedal pushers or other trendy wear including exceptionally short dresses or skirts and crop tops
- Any clothing displaying an offensive comment or obscene / graphic illustration
- Inappropriate/distasteful/offensive accessories, jewelry or tattoos that, in management's discretion, create an unprofessional image (examples may include large chains, certain facial jewelry, nose rings, etc.)
- Tongue posts/rings, industrial piercing-except small discreet nose stud, gauges, and visible pierced body parts (except earrings for women)
- Dirty, ragged, sexually provocative, revealing, or see-through clothing or appearance
- Any other attire or appearance that Coen Oil Company deems to be inappropriate in the business environment

If an employee is unclear about dress and appearance guidelines, he or she is encouraged to consult with Human Resources. If an employee reports to work in questionable attire or appearance, a notification and discussion will occur with the employee to advise and counsel him or her regarding the inappropriateness of the attire. Depending upon the circumstance, the employee may also be sent home



with directions to return to work in proper attire. Continued or frequent departures from these guidelines will not be permitted and employees who appear for work inappropriately dressed or groomed repeatedly will be subject to disciplinary action. Management may also, as appropriate, enforce mandated attire/hygiene policies of its customers.

In the event management finds a violation of this policy, your supervisor may require immediate corrective action. If corrective action is necessary, an employee may be sent home, at their own expense, without pay. Depending on the violation, the employee may be subject to disciplinary action, up to and including termination.



Hiring Process

- Step 1 – Complete the application.
- Step 2 – If additional consideration is appropriate, the office may schedule an interview with the Human Resources Department.
- Step 3 – Interview with the Human Resources Department to determine if there is a match. An interview may also be scheduled with the hiring manager.
- Step 4 – As appropriate, additional steps include proof of identity and U.S. Citizenship or employment eligibility, criminal background check, drug screen. In the Company's discretion, a job offer may be made. Before accepting any offer, make sure the job is the right fit.



Employment Application

Full Legal Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Home Phone: _____ Email: _____

Cell Phone: _____

Date Available: _____ Desired Salary: \$ _____

Position Applying For: _____

Willing to work:	Overtime:	YES	NO	Weekends:	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	Nights:	YES	NO	Holidays:	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Coen Oil? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____



High School: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO

College: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

Please list any special qualifications, training, education, or experience that you feel warrant consideration:

Please list three professional references.

Full Name: _____ *Relationship:* _____
Company: _____ *Phone:* _____
Address: _____

Full Name: _____ *Relationship:* _____
Company: _____ *Phone:* _____
Address: _____



Full Name: _____ *Relationship:* _____
Company: _____ *Phone:* _____
Address: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary / Hourly? Full Time / Part Time? (circle one)

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary / Hourly? Full Time / Part Time? (circle one)

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? YES NO



Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Salary / Hourly? Full Time / Part Time? (circle one)

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference?

YES

NO



I certify that the information provided in this application is true, to the best of my knowledge.

I understand that providing false or misleading information at any time during the application and interview process may lead to refusal to hire or discharge from Coen Oil Company. If I become employed by Coen Oil Company, I agree to follow all policies and procedures of Coen Oil Company including any development and changes in these policies and procedures.

I authorize Coen Oil Company to conduct investigations on me, my background and my performance. With this, I authorize Coen Oil Company to speak with my acquaintances, personal and professional, to gather information about me.

I understand that Coen Oil Company maintains a drug free workplace policy. I understand that, in pursuit of a drug free workplace, Coen Oil Company requires a pre-employment drug test, and may require drug tests during my employment in accordance with applicable law and the policies outlined in the Employment Policy Handbook. If I fail the drug test, I understand that I may be terminated.

Coen Oil's computer information system uses fingerprint recognition so you can quickly clock in/out. Your fingerprint (which provides protection for you by limiting access and identifies only you) is used to record information including date and time to your employee records.

I authorize all former employers and references to provide any information about me to Coen Oil Company, and release them of liabilities and damages of all kinds for providing this information. I authorize Coen Oil Company to verify the accuracy of the information within this application. I also authorize the release of my educational transcripts to Coen Oil Company for education verification purposes.

I authorize Coen Oil Company to collect information about me for employment purposes and release Coen Oil Company from any liability in connection with doing so.

If I become employed by Coen Oil Company, I understand that the employment relationship will be "at will," and that the "at will" status may not change at any time unless specifically approved, in writing, by an authorized official of Coen Oil Company.

I agree that if I become indebted to Coen Oil Company, I will be responsible for repaying the total owed upon termination from Coen Oil Company. If I do not repay the sum prior to my final paycheck being received, the money owed may be deducted from my pay, consistent with applicable law.

This application for employment is valid for the next 30 days. I understand that if I wish to be considered for employment after this period of time, I must apply again.

I understand that no employee or representative of Coen Oil Company has any authority to make any agreement which is contrary to the foregoing. If accepted for employment, I agree to comply with all company policies and procedures, and with all rules and regulations made known at the time of employment or any other time thereafter, and to perform all duties assigned to me to the best of my ability.

Signature: _____ Date: _____

Coen Oil Company is an equal opportunity employer. All applications for employment will be considered without regard to race, color, religion, sex, national origin, disability, age (over the age of 40), genetic makeup, veteran status or any other protected category in the state where you are applying. This application will remain active for 30 days. After that time, it must be renewed by the applicant if he/she wishes to be reconsidered for employment.

Thank you for your interest in employment at Coen Oil Company. Your application will be given to the Human Resources. Your qualifications and experience will be compared with the job requirements. We will contact the most qualified candidates in the near future, typically within 15 business days.