



Application for Employment

Hy-Tech Petroleum Maintenance, Inc.
3301 SR 574 West - P. O. Box 3515 - Plant City, FL 33563
Ph. (813) 752-3190, Fx. (813) 752-3249
www.hytechpetroleum.com

This Organization Participates in E-Verify

Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781

dhs.gov/e-verify



E-VERIFY IS A SERVICE OF DHS AND SSA

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IF YOU HAVE THE RIGHT TO WORK



DON'T LET ANYONE TAKE IT AWAY

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at [8 U.S.C. § 1324b](#).

The [Immigrant and Employee Rights Section \(IER\)](#) may be able to help if an employer treats you unfairly in violation of this law.

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the [Form I-9](#) or using [E-Verify](#) (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)

1-800-255-7688

TTY 1-800-237-2515

www.justice.gov/ier

IER@usdoj.gov



U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

This guidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The document may be rescinded or modified at the Department's discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent. For more information, see "Memorandum for All Components: Prohibition of Improper Guidance Documents," from Attorney General Jefferson B. Sessions III, November 16, 2017.



SI USTED TIENE DERECHO A TRABAJAR



NO DEJE QUE NADIE SE LO QUITTE

Si usted dispone de las capacidades, experiencia y derecho legal a trabajar, su estatus migratorio o de ciudadanía no debe representar un obstáculo, ni tampoco lo debe ser el lugar en que usted nació o ningún otro aspecto de su nacionalidad de origen. Existe una parte de las leyes migratorias de los EE. UU. que protegen a los trabajadores que cuentan con la debida autorización legal para trabajar de la discriminación por motivos de su estatus de ciudadanía o nacionalidad de origen. Puede consultar esta ley contenida en la [Sección 1324b del Título 8 del Código de los EE. UU.](#)

Es posible que la [Sección de Derechos de Inmigrantes y Empleados \(IER, por sus siglas en inglés\)](#) pueda ayudar si un empleador lo trata de una forma injusta, en contra de esta ley.

La ley que hace cumplir la IER es la Sección 1324b del Título 8 del Código de los EE. UU. Los reglamentos de dicha ley se encuentran en la Parte 44 del Título 28 del Código de Reglamentos Federales.

Este documento de orientación no tiene como propósito ser una decisión definitiva por parte de la agencia, no tiene ningún efecto jurídicamente vinculante y puede ser rescindido o modificado a la discreción del Departamento, conforme a las leyes aplicables. Los documentos de orientación del Departamento, entre ellos este documento de orientación, no establecen responsabilidades jurídicamente vinculantes más allá de lo que se requiere en los términos de las leyes aplicables, los reglamentos o los precedentes jurídicamente vinculantes. Para más información, véase «Memorándum para Todos Los Componentes: La Prohibición contra Documentos de Orientación Impropias», del Fiscal General Jefferson B. Sessions III, 16 de noviembre del 2017.

Llame a la IER si un empleador:

No lo contrata o lo despide a causa de su nacionalidad de origen o estatus de ciudadanía (esto podría representar una vulneración de parte de la ley contenida en la Sección 1324b(a)(1) del Título 8 del Código de los EE. UU.)

Lo trata de una manera injusta a la forma de comprobar su derecho a trabajar en los EE. UU., incluyendo al completar el [Formulario I-9](#) o utilizar [E-Verify](#) (esto podría representar una vulneración de la ley contenida en la Sección 1324b(a)(1) o (a)(6) del Título 8 del Código de los EE. UU.)

Toma represalias en su contra por haber defendido su derecho a trabajar al amparo de esta ley (la ley prohíbe las represalias, según se indica en la Sección 1324b(a)(5) del Título 8 del Código de los EE. UU.)

Esta ley puede ser complicada. Llame a la IER para más información sobre las protecciones existentes contra la discriminación por motivos del estatus de ciudadanía o la nacionalidad de origen.

Sección de Derechos de Inmigrantes y Empleados (IER)

1-800-255-7688

TTY 1-800-237-2515

www.justice.gov/crt-espanol/ier

IER@usdoj.gov



Departamento de Justicia de los EE. UU., División de Derechos Civiles, Sección de Derechos de Inmigrantes y Empleados, enero del 2019



Hy-Tech Petroleum Maintenance, Inc. is an equal opportunity employer. No one shall be denied employment due to race, age, sex or religion. Please inform us of any accommodation needed to participate in this application process.

HY-TECH PETROLEUM MAINTENANCE, INC. IS A DRUG FREE WORK PLACE.
Drug users need not apply.

Personal Information:

NAME:

Last First Middle

PRESENT ADDRESS:

Street City State Zip

TELEPHONE NUMBER(S): ()

EMAIL ADDRESS:

DRIVERS LICENSE?: YES NO DRIVERS LICENSE NO. CLASS:

IN CASE OF
AN EMERGENCY
NOTIFY:

Last First

RELATIONSHIP:

CONTACT NUMBERS: () ()

SECONDARY
EMERGENCY
CONTACT:

Last First

RELATIONSHIP:

CONTACT NUMBERS: () ()

Education:

	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECT STUDIED
HIGH SCHOOL				
COLLEGE				
Trade, Business or Correspondence School?				

PLEASE LIST ANY AWARDS, SPECIAL INTERESTS, ACTIVITIES:

Former Employers:

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	PHONE NO.	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

MAY WE CONTACT YOUR PRESENT AND/OR FORMER EMPLOYERS? _____

FOR WHICH POSITION WOULD YOU LIKE TO APPLY?: _____

BY WHOM WERE YOU REFERRED FOR A POSITION HERE? _____

WAGE/SALRARY DESIRED: _____ DATE YOU CAN BEGIN WORK: _____

HOURS DESIRED: FULL TIME PART TIME

DO YOU HAVE PERMISSION TO LIVE AND WORK IN THE UNITED STATES? YES NO

WOULD YOU BE WILLING TO UNDERGO A PRE-EMPLOYMENT DRUG SCREENING AND PHYSICAL? YES NO

WOULD YOU BE WILLING TO UNDERGO A BACK-GROUND CHECK? YES NO

Personal References:

Please provide information of persons, other than family, willing to provide a personal reference of character.

NAME	ADDRESS	PHONE	YEARS AQCQUAINTED?
1.			
2.			
3.			

MVR REQUIREMENT

PLEASE BE ADVISED – If the offer of employment is extended, you may be required to obtain a copy of your Motor Vehicle Report so that we can determine insurability. This report will need to have been obtained within the past 30 days from the Department of Motor Vehicles. The report will need to show the past 5 YEARS of driving history in the State of Florida and any other state applicable. Once this report is received, the hiring process will be able to begin.

For information on obtaining your Motor Vehicle Records Report from the State of Florida, or any other state, call (850) 617-2000; or visit the following web site: <http://www.flhsmv.gov/ddl/abstract.html>.

REQUISITO DE MVR

TENGA EN CUENTA – Si la oferta de empleo se extiende, es posible que se le solicite que obtenga una copia de su Informe de Vehículo Motorizado para que podamos determinar la asegurabilidad. Este informe deberá haberse obtenido en los últimos 30 días del departamentode motor V. El informe deberá mostrar los últimos 5 AÑOS de historial de manejo en el Estado de Florida y cualquier otro estado aplicable. Una vez recibido este informe, se podrá iniciar el proceso de contratación.

Para obtener información sobre cómo obtener su Informe de Registros de Vehículos Motorizados del Estado de Florida, o de cualquier otro estado, llame al (850) 617-2000; o visite el siguiente sitio web: <http://www.flhsmv.gov/ddl/abstract.html>.

In consideration of my employment, I agree to conform to the rules and regulations of Hy-Tech Petroleum Maintenance, Inc. (“the Company”), and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of either the Company or me. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no representative of the Company, other than the Company’s President has any authority to enter into any contract or agreement contrary to the foregoing.

I certify that I have read and understood the foregoing paragraph. I further certify that all the information submitted by me on this application is true and complete, and I understand that any false information, omission, or misrepresentation of fact called for in this application may be cause for the denial of my application or, if I am employed, I may be discharged at any time. I also understand that proof of identity and eligibility for employment, in accordance with the requirements of the law, will be required upon date and time of hire.

I understand that, as part of this employment, tests may be performed to detect the presence, if any, of drugs and/or alcohol in my system. I understand that a “positive” result will lead to discipline up to and including discharge. I also agree if I am involved in an accident during working hours, I will submit to a drug/alcohol test as selected by the Company. I understand that positive results of this test can affect my eligibility for workers’ compensation benefits.

I specifically authorize any physician, medical practitioner or health care facility to release the results of any drug/alcohol test to the Company or its legal representative.

I hereby acknowledge by my signature below, that I have been informed that as an employee of Hy-Tech Petroleum Maintenance, Inc. I agree to comply with any drug testing policy, which the Company may adopt, and I specifically agree to post accident drug testing. In addition, I also agree that if at any time during my employment, I am subjected to any type of discrimination, including discrimination because of race, sex, age, religion, color, national origin, disability, or marital status, or if I am subjected to any type of harassment, including sexual harassment, I will immediately contact the Company’s Human Resources Department for assistance in the resolution of such matters.

Employee Signature: _____ Date: _____

FOR OFFICE USE ONLY. DO NOT WRITE IN THIS SPACE.

DATE OF HIRE: _____ START DATE: _____

WORKERS COMP CODE: _____ CLASS: _____

Job Description: _____ PAY RATE: \$ _____

New Hire Check List:

- | | |
|---|-----------------------------------|
| _____ Authorization to Release Info | _____ DMV Motor Vehicle Report |
| _____ IRS Form W4 | _____ Cash Advance Agreement |
| _____ USCIS Form I9 | _____ Employee Handbook |
| _____ Drug Screen Consent Form | _____ Drug Free Work Place Policy |
| _____ Pre-Employment Drug Screen and Physical | _____ Work Place Safety Program |