

EMPLOYMENT APPLICATION



Montana Owned and Operated

Name _____ Date _____

Last First Middle

Address _____

Street City State Zip

Home Phone (include area code) _____ Message Phone (include area code) _____

Cell Phone (include area code) _____ Personal E-Mail Address _____

Position (circle choices): Store: Team Associate Shift Manager Assistant Manager Store Manager Full Time Part Time
Corporate Office Other (write in) _____

Salary desired: Per Hour, Yearly or both _____

State law restricts employment of persons under 18 years of age. Are you 18 or older? Yes No

On what date would you be able to begin work? _____

Referred by (name): _____ Or: Job Service Friend Employee Advertisement Walk-In Other
When: _____

Were you previously employed by Sutey Oil Company or Thriftway Super Stops? Yes No

If yes, where: _____ When: _____ Supervisor's Name: _____

FACTS YOU SHOULD KNOW BEFORE YOU APPLY... You should expect to work weekends. You will have to follow Thriftway policy guidelines as to dress and personal appearance. The job is physically demanding. You will be required to bend, stoop, lift and carry up to 45 pounds. You may be on your feet up to 8 hours or more a day. Punctuality is important. Team members rely on your promptness. Thriftway's operating standards are higher than average convenience stores. You will be asked to do repetitive routine tasks including many you may not like, such as: emptying trash, mopping floors, cleaning restrooms, sweeping the lot and so forth. If these requirements are acceptable, please continue.

Please list what you feel qualifies you for the position you are requesting.

Are you able to perform the essential functions of this job?

Are there days you are unable to work? _____ Are there hours you are unable to work? _____

Regarding the above questions, please explain why _____

Do you know anyone currently working for this company? Yes No

If yes, Name: _____ Position: _____ Location: _____

EMPLOYMENT APPLICATION (continued)



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Are you legally authorized to work in the United States? Yes No
 Are you currently employed? Yes No If yes, where? _____

If yes, fill out the following:

Current employer's phone number _____
 Current Supervisor's name _____
 Does your current employer know you are seeking other work? Yes No
 May we contact your current employer? Yes No

Previous Employers (list most recent first and omit current employment from this section)

Dates: Month/Year	Employer: Name, address & phone number	Position	Salary	Reason for leaving
From _____ To _____				
From _____ To _____				
From _____ To _____				

Please explain any gaps in your employment from the above section, below:

Education

	Name & Address	Dates	Graduate	Subjects/Major - Minor
High School or GED			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trade/Other			Yes <input type="checkbox"/> No <input type="checkbox"/>	

(A yes answer on the following does not necessarily disqualify you from employment)

Have you ever been convicted, plead guilty or no contest to a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain a "yes" answer.

Have you ever been convicted, plead guilty or no contest to a misdemeanor involving theft, fraud or physical violence? Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain a "yes" answer.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I understand and agree that any offer for employment will not be for any specified period of time, unless it is in writing and signed by an authorized company representative.

Signature _____ Date _____



Benefits of joining the winning team!

Why should YOU chose Sutey Oil Company / Thriftway Super Stops?

Besides being the premier convenience stores in Southwestern Montana, we offer great benefits for our team members.

- 1) *Your starting wage is competitive in the market.*
- 2) *You will be eligible for annual salary increases..*
- 3) *You will receive 1 paid "float" day off per year and time and a half for working 6 other holidays.*
- 4) *Earn 10% more for working the graveyard shift.*
- 5) *Sutey Oil pays all fees for you to enroll in the Cafeteria/Flex Plan.*
- 6) *You have the option for direct payroll deposit and membership banking.*
- 7) *We almost always fill our management positions from within.*
- 8) *While on shift, you can drink fountain pop and coffee for FREE.*
- 9) *We close early on Christmas Eve and Christmas Day, and open late on Christmas day so that employees can spend time with their families.*
- 10) *Health insurance. Company pay 75% employee pay 25% for single coverage.*

After one year of employment you are eligible for the following:

- 1) *At one year, you receive 1 week of paid vacation, at two years, you receive 2 weeks of paid vacation, and at ten years, you receive 3 weeks of paid vacation.*
- 2) *\$500 bonus paid on June 1 & December 1 after 1 year of service (first payment pro-rated) for full time employees (>32 hrs/wk average) and part-time employees are paid a percentage of hours. Based on years of service, bonus could be as much as \$2,000 annually.*
- 3) *401(k) Safe Harbor with company adding up to 4 %*
- 4) *Tuition Re-Imbursement*

A Brief History And Perspective Of Southwest Montana's Premier Convenience Store Chain

What is today one of the largest Montana owned and operated convenience store chains in the state had its humble beginnings as a Phillips 66 distributorship in Butte, Montana. Louis Sutey, father of long-time Thriftway Super Stops president David Sutey and father-in-law of current president Linda Sutey, began operations with a partner as Woodhull and Sutey in 1945.

The business continued to operate solely as a Phillips 66 distributorship until the early 80's. By this time, David Sutey had been the president and chief operating officer of Sutey Oil Company for many years. In 1981 Sutey Oil purchased the service station of one of our best customers, Thriftway Service at 1420 Park Street in Anaconda. Sutey Oil kept the Thriftway title and added Super Stops to the name. In 1983, Phillips 66 left Montana and we greatly expanded our business with the purchase of four 66 stations that we converted to Conoco branded convenience stores.

This began a series of convenience store purchases and construction that has continued to this day. During the late 80's and early 90's Thriftway expanded to seven stores, five in Butte and two in Anaconda. In 1994 the company purchased our first store outside the Butte/Anaconda area when we bought the Conoco store at Four Corners. In 1997 we built a new store with a car wash on Euclid Avenue in Helena and the following year built a totally new store at the Four Corners location. In 1999 the company purchased the Conoco distributorship and convenience stores of Rutledge Distributing of Bozeman. This added two stores in Bozeman and one each in Belgrade and Manhattan. In 2003, the company purchased the former Norman's Corner Conoco store from the Norman family in Three Forks.

Currently, Sutey Oil operates fourteen Thriftway Super Stops in southwest Montana and runs five large fuel transport delivery trucks from our Butte and Bozeman locations.

The convenience store industry, with over 70,000 stores and 70 billion dollars in sales, is an exciting and viable industry in this country. The work experience and retail training you will receive presents you with the chance to expand your personal growth so that you may take advantage of retailing opportunities down the road. The company has a policy of promoting qualified individuals from within, when possible.

Our Mission Statement addresses the company's goals:

To be a recognized leader within the convenience store industry in the markets we operate in, providing customers with fast and friendly service, quality products, clean and convenient locations. To maintain a positive and motivated teamwork-oriented atmosphere for all our employees. Our commitment to these simple statements will ensure the company's growth as well as your own.

Our first priority is providing customers with prompt, courteous service. Thriftway's continuing success has been possible only because our employees are the best in our community. In turn, management continues to adapt to the changing needs of our valued team members. For example, the company has implemented a 401K and a cafeteria plan in response to employee requests. Our employee's cafeteria plan origination fees are fully paid by the company and should be taken advantage of. More than just another convenience store or fuel stop, Thriftway is a family owned business that treats employees like family. On behalf of Sutey Oil Company, I hope to welcome you to our company.



Linda Sutey
President

Fast, Friendly, Clean & Safe



Pre-Employment Questionnaire

Name: _____

Store Location: _____ ****Please Return with Application**** Phone #: _____

1. Are you willing to work on short notice? _____
2. What hours or shifts would you prefer? _____
3. This job requires a shift recap where you have to account for all sales, credit cards, cash, etc. from your shift. Are you familiar with or had experience with shift reports? Please explain: _____

4. How many days or shifts have you taken off in the last year, other than vacation? _____ Please explain: _____
5. How do you feel your training was on your last job? What did you like best / least? _____

6. What were some of your major responsibilities in your last job? _____

7. What parts of your previous job do you feel you did well? _____

 - What parts were difficult? _____
8. What were your reasons for leaving your last job? _____

9. Of all of the jobs you have had, which did you like best, and why? _____

10. Of all of the jobs you have had, which did you like least, and why? _____

11. What are your goals in this company, should you be hired? _____

12. What additional information would you like to add that would help me evaluate you for this position? _____



Come join our winning team as a valued Cashier. The role of the Cashier is vital to the success of our entire Thriftway TEAM. Thriftway's operating standards are higher than the average convenience store, and with that come a multitude of tasks in order to ensure the maintenance of these standards. A typical shift in the life of a Thriftway Cashier might include any or all of the following responsibilities and requirements:

Physical and mental requirements include:

- Have sufficient visual ability and hearing to assist customers
- Be able to perform arithmetic calculations to make change, and complete shift accounting reports
- Be able to lift up to 30lbs in order to move product
- Be able to work in a standing position for entire shift, as well as, bending, twisting, and stooping
- Be able to sweep, mop floors, dust, clean, and stock shelves, and carry trash to the dumpster
- Be able to tolerate cooler temperatures of 34 to 38 degrees for up to an hour of continuous stocking and freezer temperatures of minus 10 for 20 minutes.
- Be able to climb a ladder safely to replace light bulbs, or wash windows and walls
- Be able to tolerate petroleum fumes for short periods of time, and can use various cleaning products

Duties and responsibilities include:

- General Management
 - o Provides prompt & courteous service to all customers
 - o Assists in maintaining a store appearance of the highest quality
 - o Adheres to all city, county, state, and federal laws and regulations
 - o Follows all company guidelines, policies & procedures
 - o Informs Store Manager of all sales, cash, inventory, or operational problems
 - o Adheres to work schedule as posted, and properly uses time clock
 - o Cooperates with, and respects Store Manager, and fellow associates
- Bookkeeping/Accounting
 - o Scans and/or rings all sales in accordance with the Employee Handbook
 - o Accurately completes shift report, and any other assigned reports
 - o Informs Store Manager of any unusual cash or petroleum discrepancies for investigative purposes
- Security
 - o Advises the Store Manager of any personnel problems, and/or policy violations
 - o Shares in the responsibility of controlling inventory & cash losses in the store
 - o Follows all company cash handling policies/procedures
 - o Protects all company assets at all times
- Merchandising
 - o Keep coolers, fountain boxes, store shelves, and displays fully stocked and front faced
 - o Cleans & maintains equipment for proper performance
 - o Ensures Fountain drinks & coffee is always available
 - o Ensure cups, straws, lids, and condiments are stocked and available
- Maintenance
 - o Keeps store floors, shelving, checkout counters, deli counters, and merchandise clean at all times
 - o Check refrigeration equipment for proper performance at least once per shift
 - o Ensures that squeegees & towels are available, water is clean, and litter is picked up around the gas islands

Cashier Signature _____ Date: _____

Printed Name _____

NOTE: This list of duties, responsibilities, and requirements are not complete. Management reserves the right to revise this list and all policies at any time. All employees are required to complete tasks and assignments not on this list.