

Position desired _____

Referred by _____

(if applicable)



Petrosmith is an “at-will” employer and makes no representation that employment with the Company represents lifetime security or a guarantee of continued employment. While the Company hopes that its employment relationship with its employees will be mutually enjoyable and lasting, employees may terminate their employment at any time, with or without cause or notice, and the Company may do the same.

Any modifications of this arrangement must be in writing and must be signed by the President of Petrosmith Equipment, LP.

These policies are not intended to create, nor should it be interpreted to be, a contract or agreement of any type between the Company and any employee. The information herein can be changed in whole or in part, at any time, with or without notice.

Employees are expected to comply with these policies. These policies are the property of Petrosmith and should not be shared with individuals who are not employed by the Company.

Equal Employment Opportunity Statement

Petrosmith is an equal opportunity employer. It is the Company’s policy to provide equal opportunity to qualified individuals regardless of race, color, sex, national origin, religion, age, disability, or veteran status. This commitment to equal opportunity governs decisions related to all aspects of employment, including, but not limited to hiring, compensation, benefits, promotions, transfers, terminations, training and development. All employees are to be treated in a manner free from discrimination based on the characteristics described above. All such discrimination by supervisors, co-workers, customers, suppliers or others is prohibited.

The Company is determined to implement this policy by a program of specific positive practices. It will, therefore, continue to:

Recruit, hire, train and promote persons in all job classifications without regard to race, color, creed, sex, (except where sex is a bona fide occupational qualification), religion, national origin, marital status, political belief, age or mental and physical condition (except where physical or mental abilities are a bona fide occupational requirement);

Base employment decisions so as to further the principles of equal employment opportunity;

Ensure that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities;

Ensure that all personnel actions such as compensation, benefits, transfers, layoffs, Company sponsored training, education, social and recreational programs will be administered without regard to race, color, sex, religion, national origin, marital status, political belief, age or mental and physical condition (except where physical or mental abilities are a bona fide occupational requirement.)

Equal Employment Opportunity (EEO) is a basic policy of the Company’s operation. Each employee is expected to cooperate fully in achieving this goal.

All Petrosmith employees are expected to comply with the following:

Treat other employees with respect and value their differences.

Not make offensive or insulting remarks to or about others in the workplace or while engaged in company business outside the workplace.

Not engage in harassment or unlawful discrimination.

Cooperate fully with any discrimination or harassment investigation.

Discuss any concerns about these issues with your supervisor or other management.

Retaliation, coercion, interference, intimidation, and discrimination against an employee or applicant for filing a complaint or participating in an investigation is prohibited. Employees who violate this policy may be subject to disciplinary action up to and including termination of employment.

Employment Applications

The Company relies on the accuracy of information contained in the Employment Application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment regardless of time of discovery.

Employment Applications for employees will be stored in their personnel files. Employment Applications for job candidates will be maintained in a job candidate record for a period of up to one (1) year. All other applicants who are not contacted or considered for employment will have their applications stored on-file for a period of no less than ninety (90) days from the original date of application.

Information and relevant data may be extracted from Employment Applications for the purposes of recruiting and attracting future talent for the Company.

Background & Reference Verifications

To ensure that individuals who apply for employment with the Company are well qualified and have a strong potential to be productive and successful, the Company reserves the right to verify the background, motor vehicle reports/driving history reports, references and previous employers of all job candidates in accordance with the Fair Credit Reporting Act of 1971 (FCRA). Background verifications may include, but are not limited to personal history, financial and credit information, previous employers, educational institutions and criminal history. ALL POTENTIAL EMPLOYEES WILL BE REQUIRED TO SIGN AN AUTHORIZATION GIVING PETROSMITH PERMISSION TO OBTAIN THESE REPORTS.

ANY JOB CANDIDATE WHO FAILS OR DOES NOT MEET THE MINIMUM WORK REQUIREMENTS BASED ON INFORMATION OBTAINED THROUGH BACKGROUND VERIFICATIONS WILL HAVE THEIR OFFER OF EMPLOYMENT RESCINDED. PETROSMITH ALSO RESERVES THE RIGHT TO CONDUCT BACKGROUND INVESTIGATIONS PERIODICALLY THROUGHOUT EMPLOYMENT.

Hiring Priority

The Company's hiring practice is to select the most qualified candidate for any job opening. Furthermore, the Company places a priority on considering candidates in the below listed order:

1. Current/Internal employees of the Company
2. Former employees with proven safety, attendance and work records
3. Applicants recommended by current supervisors or employees who have direct knowledge of the applicant's skills and abilities
4. All other applicants

No one may be considered for employment without fully completing an Application for Employment.

Employment Eligibility

All new employees must provide the appropriate documentation that establishes proof of identity and authorization to work in the U.S.A. within three (3) days of employment. Potential employees who cannot show authorization to work in the U.S. may be disqualified from employment and have their job offer rescinded.

Rehired Employees

Employees who have worked for the Company in the past will receive service credit for prior years of service with the Company. Previous service credit for the reinstatement of Company provided benefits are subject to the terms and conditions of each summary plan description.

Pre-Employment Tests and Exams

All offers of employment are contingent upon job candidates successfully passing one or more of the following company required pre-employment screens based upon position:

- Criminal History Checks
- Previous Employment Verifications
- Education Verification
- Motor Vehicle Record
- Drug and/or Alcohol Test
- Position Specific Skills Exam
- e-verify work eligibility

Drug tests must be administered within 48 hours of the offer of employment at a test site authorized by the Company. No potential employee may begin work prior to receipt of a negative result by the Safety Office. Pre-employment drug tests that result in a positive finding will disqualify the candidate from employment and the job offer will be rescinded. Such candidates may not be considered for employment for a minimum of thirty (30) days from the date of the test result.

These requirements may be modified at any time at the discretion of the President of the Company.



PETROSMITH EMPLOYMENT APPLICATION

Petrosmith is an Equal Employment Opportunity Employer and does not discriminate because of race, color, gender, religion, natural origin, sexual orientation, citizenship status, veteran status, or, to the extent provided by law, age, marital status, disability or any other protected class as defined by federal, state or local law. Petrosmith promotes a drug-free workplace.

PERSONAL INFORMATION

NAME: _____
FIRST NAME MIDDLE NAME LAST NAME

ADDRESS: _____
STREET ADDRESS CITY, STATE , ZIP CODE

HOME PHONE: _____ **CELL PHONE:** _____

EMPLOYMENT DESIRED

POSITION DATE AVAILABLE TO WORK PAY RANGE

EMPLOYMENT HISTORY Give name and contact information for last two (2) employers.

CURRENT/MOST RECENT

COMPANY CITY, STATE

CONTACT NAME AND TITLE PHONE NO. OR EMAIL ADDRESS

POSITION FINAL BASE PAY/BONUS

SUMMARY OF JOB RESPONSIBILITIES REASON(S) FOR LEAVING

MAY WE CONTACT THIS EMPLOYER? YES NO HIRE DATE _____ SEPARATION DATE _____

PREVIOUS

COMPANY CITY, STATE

CONTACT NAME AND TITLE PHONE NO. OR EMAIL ADDRESS

POSITION FINAL BASE PAY/BONUS

SUMMARY OF JOB RESPONSIBILITIES REASON(S) FOR LEAVING

MAY WE CONTACT THIS EMPLOYER? YES NO HIRE DATE _____ SEPARATION DATE _____

EDUCATION AND TRAINING HISTORY

HIGH SCHOOL/GED CITY, STATE YEARS COMPLETED

COLLEGE/UNIVERSITY MAJOR YEARS COMPLETED DEGREE/GPA

TECHNICAL SCHOOL COURSES COMPLETED

HAVE YOU EVER WORKED FOR PETROSMITH BEFORE? YES NO IF YES, COMPLETE BELOW.

DATE HIRED DATE SEPARATED POSITION HELD

DO YOU HAVE ANY RELATIVES CURRENTLY EMPLOYED BY PETROSMITH? YES NO IF YES, PLEASE LIST BELOW.

IN THE PAST 7 YEARS, HAVE YOU BEEN CONVICTED OF, OR HAVE YOU PLEADED GUILTY OR NO CONTEST TO, A FELONY OFFENSE? IF YES, PLEASE LIST BELOW.

Are you legally authorized for employment in the United States? YES NO
(Pursuant to relevant law and upon employment, verification will be required.)

Are you at least 18 years of age? YES NO

Are you able to perform the essential functions of the job you are applying for with or without a reasonable accommodation? YES NO

Declarations and Acknowledgements

I certify that I have fully and accurately answered all questions and have given all information requested in this application for employment and I understand that any wrong or incomplete information on the form may disqualify me for further consideration of employment or, if discovered after I am hired, may be grounds for my immediate dismissal. I understand that all such information is subject to verification by the Company and hereby give my consent to the Company to investigate my background and qualifications using any means, sources and outside investigators at its disposal. I agree to undergo any type of drug and/or alcohol testing that the Company may require at the time.

I have read and understand the job description and essential functions for the position for which I am applying.

I understand that an offer of employment with Petrosmith is contingent upon my taking and passing a test for illegal drugs and a pre-employment background investigation, possibly including a motor vehicle report.

If employed, I agree to read and comply with Company rules, regulations and policies.

I understand that all employees of the Company are employees at will and , as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any given time with or without reason or notice. No oral statements or anything contained in the Employee Handbook or any other document provided to the employee are intended to be, nor should they be construed as, a guarantee that employment or any benefit is to be continued for any period of time. Any salary figures provided to an employee in annual, monthly or weekly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time. This document does not create a contract of employment.

If employed, I agree that upon termination of employment, I will return all company property and records in my possession.

I understand that this application for employment will remain active for 60 days. If I am not hired and I am still interested in employment with Petrosmith after that time, I understand that I must complete a new application.

Applicant Signature _____

Date _____

Petrosmith
Welding Skill/Experience Questionnaire

1. How many years of welding experience do you have? _____

2. Do you know either of these welding techniques?

Wire Welding - Yes No

If yes, which type(s) of wire? Flux core Hard wire

Stick Welding - Yes No

If yes, which type(s) of rods?

7024 jet rod size 5/32

7024 jet rod size 3/16

6010 size 1/8

6010 size 5/32

6010 size 3/16

7018 size 1/8

7018 size 5/32

7018 size 3/16

Other - _____

3. Have you passed any of the following tests for prior employment, class, etc.?

1G 2G 3G 4G 5G 6G

4. In which positions do you have welding experience?

Vertical Horizontal Uphill Flat Other _____

5. Please list any certifications that you have with any school, state, company, etc.

6. Do you have experience using a sub-arc machine? Yes No

NOTICE: Potential welding applicants need to have his or her own welding hood, gloves, leathers and should have steel-toed boots prior to taking a weld test.