

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.

The nature of your work is confidential. As such, Petrosmith has a vested interest in any policies, methods of operation and business plans it is implementing or intends to implement. Information regarding the work product, procedures, policies, records, salaries, payroll records, medical records, information regarding customers served and information concerning fellow employees is to be held in confidence. By accepting employment with Petrosmith, you agree to keep knowledge of these subjects in confidence, both while employed and upon termination.

### **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?  
(Pursuant to relevant law and upon employment, verification will be required.)

YES NO

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.**

**PETROSMITH EQUIPMENT, LP AND PETROSMITH COATING**  
**AUTHORIZATION TO OBTAIN INFORMATION**

I have read and understood the Disclosure to Consumer. Under the Fair Credit Reporting Act ("FCRA"), 15 U.S.C. § 1681 et seq., the regulations applicable to the federal Department of Transportation's Federal Motor Carriers Safety Administration, including 49 CFR § 40.329, the Americans with Disabilities Act and all other applicable federal, state, and local laws, I hereby authorize and permit Petrosmith to obtain information about me, where permitted, which may pertain to my employment records, driving history records, driving performance and safety history, criminal history, credit history, civil records, workers' compensation (post-offer only), alcohol and drug testing, verification of my academic and/or professional credentials, and information and/or copies of documents from any military service records.

I understand an "investigate consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living that may be obtained by interviews with individuals who may have knowledge concerning any such items of information. I authorize information to be obtained from my former employers to satisfy driver qualification regulations.

**DOT DRIVERS.** I understand that Title 49 of the Federal Code of Regulations, § 391.23, requires that my prospective employer and/or its agent(s) may contact all former employers of a driver within the last three years under the regulation of the Department of Transportation. Information such as dates of employment, position, accident history, as well as information pertaining to my drug and alcohol testing history, may be requested from each employer in accordance with Section 391.23 and 49 CFR 40.25.

By signing below, I consent to and authorize the gathering of this information by my prospective employer or employer and those who my prospective employer or employer has engaged to request and obtain this information including former employers, and/or from or through a consumer reporting agency, such as iix, a Verisk Analytics Business.

I understand and acknowledge that the information provided in the consumer reports or investigative consumer reports may assist my employer or prospective employer to make a determination regarding my suitability as an employee.

I further understand that, under the FCRA, in the event of Adverse Action, I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I agree that a copy of this authorization has the same effect as an original. Where permitted, this authorization shall remain in effect over the course of my employment and reports may be ordered periodically during the course of my employment.

**NAME:** \_\_\_\_\_  
FIRST MIDDLE LAST

**ADDRESS:** \_\_\_\_\_  
STREET ADDRESS CITY, STATE , ZIP CODE

**DAYTIME PHONE:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_ **SOCIAL SECURITY #** \_\_\_\_\_

\_\_\_\_\_  
POTENTIAL EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**DISCLOSURE TO CONSUMER**  
**PETROSMITH EQUIPMENT, LP**  
**PETROSMITH COATING, LP**

As part of our employment process, we may obtain where permitted, one or more consumer reports or investigative consumer reports about you from a consumer reporting agency, such as iiX, a Verisk Analytics Business, 1716 Briarcrest Drive, Suite 200, Bryan, Texas 77802.

Consumer reports may include background, employment history, academic and/or professional credentials, military service, credit history and driving history. The information gathered also may involve a criminal history and/or alcohol or drug use history, if any.

An investigative consumer report may include information about your character, general reputation, personal characteristics and mode of living that may be obtained by interviews with individuals who may have knowledge concerning any such items of information. This also may include contacts of all listed prior employers to verify your employment history.

If your employment falls under the federal Department of Transportation (“DOT”) and the Federal Motor Carrier Safety Administration (“FMCSA”), including 49 CFR § 391.23, the report could include your driving safety inspection and performance history from the FMCSA.

Under the provisions of the Fair Credit Reporting Act (“FCRA”), 15 U.S.C. § 1681 et seq.; FMCSA regulations in the Federal Code of Regulations, including 49 CFR § 40.329, and certain state laws, before we can seek such reports, where permitted, we must have your written permission to obtain the information. Any job candidate who fails or does not meet minimum work requirements based on information obtained through these reports will have their offer of employment rescinded.

You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You also are entitled to a copy of that document entitled “Rights Under the Fair Credit Reporting Act”. Under the FCRA, before we take adverse action on the basis, in whole or in part, of information in a consumer report, you will be provided a copy of that report, the name, address and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

I have read and understood the above disclosure.

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Printed Name

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Signature