



EMPLOYMENT APPLICATION

Updated 11/08/2016

In compliance with Federal and State Equal Employment Opportunity (EEO) laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

PO Box 551
800 Newberry Street
Fredericktown, MO 63645
Office: 573-783-3347
Office Fax: 573-783-7954

Are you at least 18 years of age? Yes No
 Do you have a legal right to be employed in the US? If yes, proof will be required. Yes No

APPLICANT INSTRUCTIONS

Complete all pages and print clearly. Incomplete or illegible applications will not be processed. Please note "NOT APPLICABLE" if not answering a question. All packets include a Pre-Employment EEO Information Form. This information is gathered for Federal Recordkeeping and/or Affirmative Action purposes only. The information is voluntary and will be kept confidential. An applicant will not be subject to any adverse treatment for refusing to complete the questionnaire.

Position Applied For: _____ Today's Date: _____

Applicant Name: _____
 Last First Middle

Home Phone: _____ Cell Phone: _____

Current Address: _____
 Street City State Zip

Previous Address: _____
 Street City State Zip

Referred By: _____ Expected Pay Rate: _____

Available Start Date: _____ Full Time Part Time Temporary

Are you able to perform the essential functions of the job for which you are applying?
 (Job Description available for review upon request) Yes No

Have you ever worked for Pense Brothers Drilling Company Before? Yes No

Date: _____ Location: _____ Position: _____

Reason for Leaving: _____

EDUCATION - Highest Grade Completed: <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 16+		
Name	City, State	Graduated/Degree Type
High School:		<input type="checkbox"/> Yes Diploma/GED <input type="checkbox"/> No
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Vo-Tech:		<input type="checkbox"/> Yes <input type="checkbox"/> No

SPECIALIZED TRAINING/SKILLS - Include Years of Experience

Welding: _____ Mechanical: _____ Forklift: _____
 Equipment: _____ Other: _____

PHYSICAL ACTIVITY

Recent Sports/Physical Activity: _____

PRESENT AND PREVIOUS EMPLOYMENT - Begin with the MOST Recent Employment

PLEASE NOTE: Your application may not be considered unless every question in this section is answered. Since we make every effort to contact previous employers, the **correct telephone numbers of past employers is critical.**

Are you currently working for this employer? Yes, can contact Yes, don't contact No

Company Name: _____ City, State: _____

Supervisor's Name: _____ Phone Number: _____

Dates: _____ TO _____ Pay Rate: _____ per _____

Job Title: _____

Duties: _____

Reason for Leaving: _____

Company Name: _____ City, State: _____

Supervisor's Name: _____ Phone Number: _____

Dates: _____ TO _____ Pay Rate: _____ per _____

Job Title: _____

Duties: _____

Reason for Leaving: _____

Company Name: _____ City, State: _____

Supervisor's Name: _____ Phone Number: _____

Dates: _____ TO _____ Pay Rate: _____ per _____

Job Title: _____

Duties: _____

Reason for Leaving: _____

Company Name: _____ City, State: _____

Supervisor's Name: _____ Phone Number: _____

Dates: _____ TO _____ Pay Rate: _____ per _____

Job Title: _____

Duties: _____

Reason for Leaving: _____

REFERENCES - Individuals who are Familiar with Your Work Ability but NOT Listed Above

Name/Relationship	City, State/Contact Phone	Years
1		
2		
3		

DRIVER'S LICENSE INFORMATION

If the job requires, do you have a valid driver's license? Yes No

Full Name on License: _____ State of Issue: _____

DL Number: _____ Type: _____

Have you had any moving violations in the past 3 years? (Speeding, DWI, DUI, C&I, etc...) Yes No

If yes, please describe: _____

CRIMINAL HISTORY (If you are located in an area prohibiting these questions, then please do not answer this section).

Please note that a "YES" answer to any of the following questions will not necessarily disqualify you from employment. Factors such as the age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered when making any employment decisions.

Have you ever been convicted of, or plead guilty, to a crime? Yes No
(Do not include convictions that were sealed, erased, annulled, or expunged pursuant to a court order)

Please explain any "YES" answer. Use additional paper if necessary. _____

Are you currently awaiting trial for any criminal offense? Yes No

Please explain any "YES" answer. Use additional paper if necessary. _____

CERTIFICATION AND RELEASE - Applicant MUST Read and Verify with a Signature

I understand that this application is intended for use in evaluating my qualifications for employment and that this application is not an offer of employment. I further understand that if hired, my employment will be considered "at will" and may be terminated for any reason, with or without cause or notice, at any time by me or Pense Brothers Drilling Company (PBDC) and that this application is not intended to constitute a contract of continued employment.

I certify that the information submitted by me on this application is true and complete. I understand that any false information, misrepresentations or omissions on this application, on other written materials, or provided during any interviews will lead to the rejection of my application or, if I am employed, discipline up to and including termination at the time such false information or omission is discovered.

I understand that additional testing of job-related skills and for the presence of drugs may be required prior to employment. I also understand that after an offer of employment and prior to reporting to work, I may be required to submit to a medical review based on PBDC policy and the needs of the job. I may be required to complete a medical history form and be examined by a medical professional designated by PBDC. I also understand that I may not be under the influence of drugs or alcohol during employment with PBDC and that I may be required to submit to drug and/or alcohol testing in a state approved facility.

I authorize PBDC and its agents, including consumer reporting bureaus, to investigate and verify any of the information provided by me. I authorize my former employers, educational institutions, references and any relevant agencies to provide information to PBDC and/or its agents concerning my background and experiences. I release the Company and all parties providing information to PBDC about my background and experience from any liability whatsoever arising there from.

This application will be considered active for 90 days. If you have not been hired within 90 days of filling out this application and you wish to be considered for future employment, you must complete a new application.

Print Name

Signature

Date

PRE-EMPLOYMENT EEO INFORMATION FORM

Pense Brothers Drilling Company (PBDC) is an equal opportunity employer and is committed to equal opportunity in employment. We are proud of the diversity of our many fine employees. The purpose of this form is to assist PBDC in complying with required equal opportunity/affirmative action record keeping and reporting purposes. This information is not part of your employment application and will not be considered in the employment/selection decision. **The completion of this form is voluntary and will be kept confidential.** Prospective employees will receive consideration without discrimination because of race, sex, age, national origin, religion, marital status, sexual orientation, veteran's status or disability. If you choose not to provide this information, you will not be subject to any adverse treatment. If you choose to provide the information, please complete the following:

Full Name: _____ **Date:** _____

Position Applied For: _____

Gender: Male Female

Ethnic Group: Please mark one below

- White:** A person having origins in any of the original people's of Europe, North Africa, or the Middle East.
- Black or African American:** A person having origins in any of the Black racial groups of Africa.
- Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- Native Hawaiian or other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaskan Native:** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community recognition.
- Two or More Races:** All persons who identify with more than one of the above races.

Handicapped/Disabled: Yes No Federal Regulations define a disabled person as one who has a physical or mental impairment which substantially limits one or more such person's major life activities; has a history of such impairment; or is regarded as having such an impairment.

Veteran Status: Please mark all that apply

- Vietnam Veteran:** An individual who served in active duty for a period of more than 180 days between 08/06/64 to 05/07/75, and was discharged or released with other than a dishonorable discharge.
- Special Disabled Veteran:** An individual who is entitled to disability compensation under laws administered by the Veterans Administration for a disability rated 30% or more, or was discharged or released from active duty because of a service connected disability.
- Newly Separated Veteran:** Any Veteran separated during the one-year period beginning on the date of such Veteran's discharge/release from active duty. Separation Date: _____
- Other Eligible Veteran:** Defined as any Veteran who served in a "war" declared by Congress, in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.
- Not Applicable:** No Veteran status

PERSONAL & CONFIDENTIAL

Updated 01/12/2015

This form contains sensitive information. It is kept in secure files separate from personnel records.