

21369 N. Moorefield
Edinburg, TX 78541

956-584-3653 Office
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**Oilfield Locations / Roads / Cleanups / Cuttings / Roustabouts / Trucking
Rig Wash / Casing Wash / Pipe Drift & Tally / Spill Kits**

**Application for Employment
(All information must be filled out)**

Date: _____ **Date of Birth** _____

Name: _____

Address: _____

City: _____ **State :** _____ **Zip** _____

Home Phone: _____ **Cell phone** _____

Social Security # _____

Drivers License # _____ **State** _____ **Exp.** _____

Do You Have a CDL _____ **Any Violations:** _____

Emergency Contact:

Name: _____ **Phone#** _____

Relation to Employee: (if any) _____

What Position are you applying for: _____

Rate of Pay you are requesting: _____

List in Detail any experience you have for that position (Please be specific):

Please put a check next to the equipment you can operate and skill level.

1. <input type="checkbox"/> Backhoe <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
2. <input type="checkbox"/> Forklift <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
3. <input type="checkbox"/> Loader <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
4. <input type="checkbox"/> Maintainer <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
5. <input type="checkbox"/> Excavator <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
6. <input type="checkbox"/> Dozer <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

List any other equipment you have experience with.

List all certification(s) and license(s) you have obtained.

List any other information you may think would help you obtain employment.

ALL INFORMATION WILL BE VERIFIED PRIOR TO EMPLOYMENT

1. Last Employer: _____

Supervisor: _____ Phone: _____

Address: _____ State _____

Position you had: _____ Rate of pay _____

How long? _____

Reason for leaving: _____

2. Prior Employer: _____

Supervisor: _____ Phone: _____

Address: _____ State: _____

Position you had: _____ Rate of pay _____

How long? _____

Reason for leaving: _____

3. Third Employer: _____

Supervisor: _____ Phone: _____

Address: _____ State: _____

Position you had: _____ Rate of pay _____

How long? _____

Reason for leaving: _____

Please list any type of oilfield experience you have in detail

Have you ever been terminated from a previous job; _____

If you answered yes, please explain details: _____

Have you ever refused or failed a drug test: _____

Have you been convicted of or fined for any traffic violations or accidents: _____

Are you currently on probation for any type of conviction: _____

If yes please provide probation officer name and phone number:

_____ phone # _____

Our type of work in the Oilfield requires us to be on 24 hour call and work nights, weekends, holidays, as well as travel out of town on occasion.

Are you available to report to work at any hour of the day or night: _____

Are you available to travel: _____

Would you be available to report to work at 1 to 2 hour notice: _____

Do you have reliable transportation to and from our yard: _____

Is there any possible reason you might not be able to do any of the requirements listed above, please explain:

Completing this application does not guarantee you will be hired. The application is for us to review your qualifications and consider you should we have a position become available.

You must agree to the following terms and conditions to be considered.

If you are hired by this company you will be on a probation period for the first 90 days. You will be evaluated for not only your behavior, your work ethic, your ability to follow instructions and work well with others, as well as your attendance.

If you must be absent from work, we ask that you notify your Supervisor or the office if you are unable to report and provide a valid reason.

We do not tolerate being tardy or absent when you are scheduled to work. It is a critical part of our job to be on time. If this happens without a valid reason you will be written up

by your supervisor. **After receiving 3 warnings / write ups for any reason, you may be terminated. The Companies we work for have numerous choices for Vendors. If we are not reliable and do not report in a timely manner they will call someone else.**

If being considered for employment you must agree to drug and alcohol testing. You will be then placed in a pool and tested randomly. If at any time you fail or refuse to submit to testing you will be terminated immediately without the possibility of rehire. We are enrolled in specific services and programs that notify us of who is to be tested and then they report results of testing to all Major Oil Companies. We have no control over who is called. If you fail a drug test we have no alternative but to terminate you or take the chance of losing our contract with the Oil Companies.

If you are in fact hired, you will be required to wear proper work clothing, steel toe boots and dress appropriately at all times. No jewelry, no tennis shoes. If you have long hair, keep it pulled back and be able to put it up in a hard hat, no exceptions.

There are video cameras throughout the property that are monitored 24 hours a day. Damage or theft to Company property will be reported to the authorities, and charges filed. Any damage done to property or vehicles because of neglect or carelessness will be charged to those involved.

Longhorn Paving and Oilfield Services retains a service to prepare and print payroll and reports. **Payroll is not done in this office.**

Payroll is held for one week. The first week you work will be paid on the following Friday.

If you are considered for employment you will be required to complete orientation as well as various types of safety programs. If you cannot complete safety requirements or testing you could be terminated.

Do not attempt to operate any vehicle or equipment unless you are certified to do so. Company vehicles are not for your personal use. Only authorized personal are allowed to drive to and from locations.

We Are An Equal Opportunity Employer.

I have read, understand, and agree to all the above conditions

Signature

Date

Pre-Employment Agreement

As a new employee with Longhorn Paving & Oilfield Services, Inc. you will be administered a pre-employment drug screen and physical. You will be issued PPE Equipment which will include a hard hat, a pair of safety glasses. You will not be required to pay any initial cost for these items; however, if your employment does not extend beyond 90 days (3 months), the cost of the drug screen, physical, and PPE equipment will be deducted from your last payroll check as follows:

Drug Screen	\$ 100.00 (DOT 150.00)
Physical	\$ 90.00 (DOT)
Safety Glasses	<u>\$ 15.00</u>
	\$205.00

IF NOT RETURNED:

Hard Hat	\$ 15.00
FRC Coveralls	
Per items	<u>\$120.00</u>

Total \$340.00

Any employee terminated for cause or who voluntarily quits within 90 days (3 months) of being hired will reimburse Longhorn Paving & Oilfield Services, Inc. for the above mentioned cost associated with the hiring process. Longhorn Paving & Oilfield Services, Inc. will have the right to offset these costs against the employee's accrued wages and the amount will be deducted from the last payroll check.

Employee Name (Please Print)

Date

Employee Signature

Uniform Policy:

Upon termination of your employment with Longhorn Paving & Oilfield Services, Inc. it is your responsibility to return all company issued PPE (coveralls, uniforms and coats) to the Main Office.

Longhorn Paving & Oilfield Services, Inc. uniforms are custom ordered. Should you resign or be terminated within the 1st 90 days of employment, you are responsible for the full uniform expense.

Deduction Consent

I acknowledge & understand that Longhorn Paving & Oilfield Services, Inc. will hold my last paycheck if all of my company issued PPE is not returned. Should the PPE not be returned (or in the instance that items are missing) Longhorn Paving & Oilfield Services, Inc. will deduct any & all replacement costs from my last paycheck.

Employee Name (Please Print)

Date

Employee Signature

Vehicle & Equipment Operation Standard (1 of 3)

This document sets the standard for the operations and maintenance for Longhorn vehicles and equipment.

1. All employees who drive Longhorn vehicles **shall** have a valid driver's license of correct classification and must attend a defensive driving courses at management discretion.
2. The personal use of Longhorn vehicle is prohibited. If an incident occurs while an employee is using a vehicle for personal use, that employee will be responsible for any costs incurred for the incident.
3. All employees who drive Longhorn vehicles must have their supervisor's permission to operate the vehicle.
4. Alcoholic beverages are **Not Permitted in Company Vehicles.**
5. Employees **shall** wear seat belts while operating company vehicles. This includes non-road vehicles that are equipped with seat belts.
6. Vehicle operators are required to know and abide by all local, state and federal driving regulations. Traffic violations that reflect fault by driver – will be the driver's responsibility.
7. Vehicles and equipment **shall** be inspected daily & weekly (and inspection forms completed accordingly)
8. Vehicles and equipment **shall** never be operated when they have obvious mechanical problems that may affect the safety of the vehicle. Any problem **shall** be immediately reported to a Supervisor.
9. In cases of damage to a vehicle or piece of equipment, an investigation will determine if the damage was preventable. In the event it is determined the damage was a direct result of negligence on the driver/operator's part, he/she will be liable for repair costs.

Vehicle & Equipment Operation Standard (2 of 3)

10. All vehicles/equipment shall be cleaned (free of trash, debris, loose tools – inside & out) and maintained according to preventative maintenance schedules. This responsibility falls to drivers/operators & passengers.
11. When in the opinion of the driver conditions are unsafe for driving; it is the drivers responsibility to stop driving and notify immediate supervisor.
12. No person **shall** ride in or on a vehicle except within the passenger compartment. Passengers on mobile equipment are not allowed at any time.
13. Never sleep in a running vehicle unless a window is partially open.
14. Avoid backing whenever possible. Never back around corner or into an area with poor visibility. Always check behind your vehicle by walking around before checking if you must back without a signal person. When lacking equipment a spotter **shall** be used.
15. All trucks **shall** be equipped with suitable highway emergency warning devices in accordance with all regulations. Such devices **shall** be used as warning signals when it is necessary to stop the truck on highways after dark.
16. Employees **shall** not work under vehicles that are not properly supported and the wheels chocked. Ribbing or jacks designed for that purpose should be used when employees are working under raised vehicles.
17. Diesel tanks in crew trucks **shall** have pressure relief valves set at no more than 15 psi. Regulators shall be set at no more than 10 psi to transfer water or diesel.
18. Company vehicles/equipment **shall** be equipped with regularly inspected fire extinguishers and items displayed on inspection forms.

Vehicle & Equipment Operation Standard (3 Of 3)

19. Vehicles which are regularly utilized to transport tools and equipment ***shall*** be secured properly to prevent injury to the driver and passengers from flying tools in the event of a collision.
20. Gasoline engines have catalytic converters that are extremely hot and can set dry grass on fire. Care must be exercised when driving in pastures or other areas other than lease roads.
21. Never attempt to transport a load, which is not suitable to the vehicle or is beyond the rated capacity of the vehicle.
22. Emergency equipment and vehicles must be allowed the right of way. Pull over and stop, but do not block fire monitors, valves, or hydrants.
23. Never operate a vehicle until proper instructions are received.
24. Whenever transporting loads between facilities, any overhanging materials must be secured and a red flag attached.
25. All heavy equipment used on field locations should be equipped with an audible back-up alarm signal.
26. All vehicles are equipped with an Accident Reporting Kit. In the event of an accident (regardless of how big or small) – an accident form (found inside the kit) ***shall*** be completed.

Vehicles & Equipment ***shall*** be used in both safe & efficient manners

(The following will be considered blatant disregard of policy & means for reprimand; Excessive Acceleration, Overloading & Reckless Driving).

Employee Name (Please Print)

Date

Employee Signature

PERSONAL CONDUCT POLICY (1 OF 2):

Cell Phones:

Cellular phones can present a hazard if they are used improperly.

The following should be considered for using cellular phones safely:

- DO NOT place calls while driving & limit incoming calls.
- Assess traffic/road conditions before receiving calls. Safe vehicle operation is the priority. Drivers should pull off the road & stop before beginning conversations.

Employee Behavior:

While at the jobsite/workplace and in transit all employees are direct representatives of Longhorn. Employees are to conduct themselves in a manner that is respectful to the environment, co-workers/supervisors & customers. Employees not exemplifying good behavior & professionalism will be subject to disciplinary action.

Disciplinary Action:

When disciplinary action is deemed necessary by a Longhorn Supervisor – the following will occur (dependent on severity):

- Verbal Warning
- Written Incident Report (signed by all parties involved)
- Termination

PERSONAL CONDUCT POLICY (2 OF 2)

Communication:

It is the goal of Longhorn to have any & all employee concerns & questions expressed in an open manner for immediate & effective response. All questions & concerns should be relayed to a Longhorn supervisor or office personnel. Again, Longhorn strives for the utmost employee professionalism & holds confidentiality in high regard.

Employee Name (Please Print)

Date

Employee Signature

COMPENSATION/ATTENDANCE PUNCTUALITY (1 OF 2):

Compensation:

A work week consists of 40 hrs. Overtime is paid when an employee surpasses the 40 Hrs. Once overtime is achieved, employees will be compensated at time (regular pay) & ½ rate.

Each employee is required to complete a weekly time sheet & return it to their Supervisor.

Attendance/Punctuality

A Longhorn work week will be Monday – Sunday (unless otherwise specified by your Supervisor). Employees are required to report to the jobsite/workplace/yard at a pre-determined time. Punctuality is a key factor in projecting professionalism. If you have any questions regarding work hours – Contact Your Supervisor.

In the instance that you are not able to attend work, immediately notify your Supervisor.

**COMPENSATION/ATTENDANCE
PUNCTUALITY (2 OF 2)**

Absences & tardiness will be documented & filed in each employee's personnel file.
Reprimands will be issued as needed & will be considered during an employee evaluation.

Employee Name (Please Print)

Date

Employee Signature

Drug & Alcohol Policy

Properly Implemented drug & alcohol policies can improve safety within the workplace, increase productivity, reduce cost, and decrease company liability. Longhorn seeks to establish a substance free work environment through employee education concerning the risk of substance abuse. Prohibited items may not be present on any Longhorn premises or client locations. Banned substances include illegal & nonprescription drugs, alcohol, and other controlled substances that may affect the employee's ability to perform his work safely. Any employee who is caught with the banned substances or items will be terminated immediately. Management will determine the scope of the Drug & Alcohol policy. Drug testing criteria will include the following:

- Pre-Employment
- Post-Accident
- Random
- Reasonable Suspicion
- Return to duty

Refusal to submit a drug & alcohol screening will result in disciplinary action and or termination of employment. A positive drug & alcohol test will result in immediate termination.

Employee Name (Please Print)

Date

Employee Signature

Policies & Procedures

It is the policy of Longhorn that each and every of our employees is entitled to work in a safe and healthful environment. To accomplish this, continued emphasis will be placed on Accident Prevention, Employee Health Protection, and General Loss Control. All work place accidents and incidents can be prevent.

Each employee will be responsible for abiding by all company & client policies and procedures. Employee's failing to comply will be reprimanded immediately.

Employee Name (Please Print)

Date

Employee Signature