

IMPORTANT INFORMATION REGARDING THIS APPLICATION FORM – PLEASE READ THOROUGHLY:

The information requested on the attached application form is necessary for us to be able to make careful considerations regarding possible employment at Signal Peak Energy. Failure to complete the application as instructed, and/or falsification or concealment of information requested may result in denial of your application.

General Information

While you may supplement your application with a resume, the application form must still be completed in its entirety. **DO NOT** indicate “see resume” on your application form. While this information sheet covers some specific sections of the application form, not all sections are covered. However, the expectation is that all information requested on the application form be supplied by the applicant in the format requested.

Applicant Information

- *Contact Information* – Our primary method of contact is via phone and mail. Please ensure that you provide accurate contact information. It is recommended that you have some form of voicemail set up. If we call and receive no answer, and are unable to leave a message, we will deny your application after several unsuccessful attempts.
- *Criminal convictions and traffic violations* – If selected for an offer of employment, this information will be verified during the background check process. Please be honest, and disclose all information requested (nature of offense(s), date(s), city, state and final disposition). Please note that we are requesting a complete history on criminal offenses, but only 7 years on traffic violations. To ensure that the information you provide is accurate, you may want to consider requesting court records and driving records prior to completing this application form.

Employment History

- We need the last 7 years of employment history, beginning with your current or most recent employer. Please account for all gaps in employment by indicating periods of unemployment and the reason why (i.e. laid off, terminated, school, etc.) Please do not overlap dates of employment to cover a gap. This information will be verified during the background check.
- If more space is needed, please attach an additional sheet of paper and provide the employment information in the same format as requested on the application form.

When you have completed the application form please submit it to the Human Resources department by mailing to: Signal Peak Energy, 100 Portal Drive, Roundup, MT 59072; or via fax at 406-323-4557.



APPLICATION FOR EMPLOYMENT

APPLICANT INFORMATION					
Last Name	First Name	Middle Initial	Application Date		
Present Address	No. Street	City	State	Zip	Primary Phone No.
E-mail Address:					
If hired, can you provide proof that you are legally able to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offense (felony or misdemeanor), other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answered yes, please state nature of offense(s), date(s), city, state and final disposition:					

<i>Note: An affirmative answer will not necessarily result in disqualification for employment. Please attach an additional sheet of paper if necessary.</i>					
During the last seven years, have you been convicted of any traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answered yes, please state nature of offense(s), date(s), city, state, and final disposition:					

<i>Note: An affirmative answer will not necessarily result in disqualification for employment. Please attach an additional sheet of paper if necessary.</i>					
List any relatives employed by this company: _____ Relationship: _____					

JOB SPECIFIC INFORMATION	
Position Desired:	Salary Desired:
What days and hours are you available for work?	
Are you available for overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
When are you available to begin work?	
Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, describe the functions that cannot be performed: _____	

<i>(Note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions.)</i>	

EDUCATION					
Type of School	Name and Location of School	No. Yrs. Complete	Did you graduate?	Degree(s)/ Diploma(s)	Major Field(s) of Study
High School or GED					
Business or Technical School					
Jr. College and/or University					
Other Training: Explain:					

SKILLS
<p>Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, please describe. Include any specific machinery/equipment that you have experience operating, and list any licenses/certifications that you currently possess:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Can you operate a personal computer? <input type="checkbox"/>Yes <input type="checkbox"/>No Skill level: <input type="checkbox"/>BEG <input type="checkbox"/>INT <input type="checkbox"/>ADV</p> <p>Types of Software: _____</p> <p>List other office machines you can operate: _____</p>

MILITARY SERVICE
<p>Have you obtained any special skills or abilities as the result of service in the military? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe: _____</p>

EMPLOYMENT HISTORY			
<p>Experience: Please account for all employment within the last seven (7) years, beginning with your current or most recent employer. Please account for all gaps in employment history by indicating periods of unemployment and reason why (i.e. laid off, going to school, etc.) Attach an additional sheet if extra space is needed.</p>			
Company Name:	Dates Employed:	Starting Salary:	Ending Salary:
Job Title:	Full Company Address:	Telephone Number:	
Supervisor:	Reason for leaving:	Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Summarize the nature of work performed and job responsibilities:			

EMPLOYMENT HISTORY (continued)			
Company Name:	Dates Employed:	Starting Salary:	Ending Salary:
Job Title:	Full Company Address:	Telephone Number:	
Supervisor:	Reason for leaving:	Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Summarize the nature of work performed and job responsibilities:			

Company Name:	Dates Employed:	Starting Salary:	Ending Salary:
Job Title:	Full Company Address:	Telephone Number:	
Supervisor:	Reason for leaving:	Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Summarize the nature of work performed and job responsibilities:			

Company Name:	Dates Employed:	Starting Salary:	Ending Salary:
Job Title:	Full Company Address:	Telephone Number:	
Supervisor:	Reason for leaving:	Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Summarize the nature of work performed and job responsibilities:			

REFERENCES		
Please list at least two (2) work-related references NOT related to you.		
Name	Address	Phone
Name	Address	Phone

APPLICANT'S STATEMENT (check each item applicable)

- The information that I have provided on this application is accurate to the best of my knowledge and may be verified by the Company or its agents.
- I authorize all the schools, persons, and organizations named in this application to provide any relevant information in their possession or knowledge to the agents of the Company, for use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release the Company, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure.
- I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of employment, regardless of the time elapsed before discovery.
- I understand and agree that if I am hired, any issue or dispute arising under or involving any aspect of my employment, including claims of discrimination, wrongful discharge, or improper termination (except for claims for workers' compensation, unemployment insurance, or claims for which the law will not permit binding arbitration) will be resolved through the company grievance procedure as described in the company handbook if applicable, and/or by binding arbitration conducted pursuant to the Montana Uniform Arbitration Act. The cost of the arbitrator will be borne by the parties equally, or in the case of arbitration of a claim of discrimination, by the employer.
- I have placed my signature below only after I have completed the entire form to the best of my ability and have carefully read the foregoing statements.

Signature of Applicant

Date



SELF-IDENTIFICATION FORM FOR APPLICANT FLOW DATA

It is the policy of Signal Peak Energy, LLC to provide equal employment opportunity to all employees and applicants for employment without regard to gender, race, color, religion, sexual orientation, national origin, disability, or disabled or Vietnam-Era veterans' status, or any other status protected under state and federal laws.

VARIOUS AGENCIES OF THE UNITED STATES GOVERNMENT REQUIRE EMPLOYERS TO COLLECT INFORMATION ON APPLICANTS. INFORMATION REQUESTED ON THIS SHEET IS FOR PURPOSES OF COMPLIANCE WITH THESE RECORDKEEPING REQUIREMENTS AND TO DETERMINE RECRUITING AND EMPLOYMENT PATTERS. If you wish to be identified, please provide any of the information requested on this form that you would like to submit. You may submit this information now or at any time in the future. Such information will in no way affect the decision regarding your application for employment. This sheet will be kept confidential and maintained separately from your application form.

Completion of this form is voluntary and is not a requirement for employment.

NAME: _____

DATE: _____

POSITION APPLIED FOR: _____

Gender:

- Male
- Female

Race/Ethnicity:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

- Hispanic or Latino** / A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White** / A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American** / A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** / A person having origins in any of the 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 Alaska Native** / A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Two or More Races** / All persons who identify with more than one of the above five races.