

DIVINE **ENERGY SERVICES, INC.**

Employment Application

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Company.

Please Print

Position applied for _____ Date of application _____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # () _____ Cell # () _____ E-Mail Address _____

If you are under 18, can you provide proof of eligibility to work? ___ Yes ___ No

If **No**, please explain _____

Have you ever been employed here before? ___ Yes ___ No If **yes**, give dates and supervisors _____

Are you legally eligible for employment in the United States? ___ Yes ___ No

Date available for work ____/____/____ What is your desired pay range? \$ _____

Type of employment desired: ___ Full-Time ___ Part-Time ___ Temporary ___ Seasonal

Driver's license number if driving may be required in position for which you are applying State _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? ___ Yes ___ No

If **yes**, please provide date(s) and details _____

EMPLOYMENT HISTORY Starting with your most recent employer, provide the following information:

Employer _____ Telephone # () _____ Dates Employed: _____ to _____

Street address _____ City _____ State _____ Starting Salary: _____

Starting job title _____ Final job title _____ Ending Salary: _____

Immediate supervisor and title _____ May we contact for reference? ___ Yes ___ No ___ Later

Why did you leave? _____

Summarize the type of work performed and job responsibilities: _____

Employer _____ Telephone # () _____ Dates Employed: _____ to _____

Street address _____ City _____ State _____ Starting Salary: _____

Starting job title _____ Final job title _____ Ending Salary: _____

Immediate supervisor and title _____ May we contact for reference? ___ Yes ___ No ___ Later

Why did you leave? _____

Summarize the type of work performed and job responsibilities: _____

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Employer _____ Telephone # (____) _____ Dates Employed: _____ to _____
 Street address _____ City _____ State _____ Starting Salary: _____
 Starting job title _____ Final job title _____ Ending Salary: _____
 Immediate supervisor and title _____ May we contact for reference? ___ Yes ___ No ___ Later
 Why did you leave? _____
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 Why did you leave? _____
 Summarize the type of work performed and job responsibilities: _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information:

School (include City/State)	Yrs. Completed	Completed	GPA/Class Rank	Major/Minor
		Diploma ___ GED Degree _____ Certification _____ Other _____		
		Diploma ___ GED Degree _____ Certification _____ Other _____		
		Diploma ___ GED Degree _____ Certification _____ Other _____		

REFERENCES

*List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three schools or personal references who are **not** related to you.*

Name	Title	Relationship to you	Telephone	Number of Years Known

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using

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truthful and non-defamatory information in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 180 days. After 180 days, if I have not heard from the employer and still wish to be considered for employment, I understand it is my responsibility to inquire as to whether applications are being accepted at that time.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I understand I may be required to successfully pass a pre-employment drug and/or alcohol test as a condition of employment.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States of America and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** ____/____/____

Printed Name of Applicant _____

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LIST OF EXPERIENCE

Please complete the following:

Please check the column that closest describes your experience:

	NO EXPERIENCE (Would like to learn)	SOME EXPERIENCE (Still need direction)	MUCH EXPERIENCE (Minimal direction needed)	COMMENTS
Supervision				
Oilfield Services				
Microsoft Office				
Invoicing				
Sales				
Netsuite				
ADP				
Quick Books				
Teambuilding				
OTHER:				

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Divine Energy Services Inc
1601 W Bender Blvd
Hobbs, NM 88240

Phone: 575-397-9435
Fax: 575-397-0178

I, _____, hereby give my permission to release information concerning myself to Divine Energy Services Inc and release the reference giver from all liability associated with this information.

Signature: _____ Date: _____

Applicants complete above dotted line only

TO: _____ (Company given as reference)

_____ has applied for employment with our company and has listed you as a reference. Please answer the following questions and return by mail or fax. Thank You.

Please rate:

	Excellent	Good	Fair	Poor
Performance	_____	_____	_____	_____
Reliability	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____
Quality of Work	_____	_____	_____	_____
Attitude	_____	_____	_____	_____

Would you rehire this person? _____ Yes _____ No

If "No", please explain:

Other Comments: _____

Signature: _____ Date: _____

Title: _____



Authorization for Background Check

I, _____, hereby authorize Divine Energy Services Inc to investigate my background, facts of my application and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying.

I understand that DIVINE may utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the Company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Employee Name – Printed	Signature	Date
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