

# **MEWBOURNE OIL COMPANY**

## **APPLICATION for EMPLOYMENT**

Position Desired

### **EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Mewbourne Oil Company to provide equal opportunity without regard to race, religion, color, national origin, sex, age, disability or any other legally protected status. This policy applies to all areas of employment including recruitment, placement, training, transfer, promotion, lay-off, termination, pay and other forms of compensation and benefits.

— PLEASE TYPE OR PRINT PLAINLY —

Full name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle

Present address \_\_\_\_\_ Phone \_\_\_\_\_

Permanent address \_\_\_\_\_ Phone \_\_\_\_\_

List relatives employed by Mewbourne Oil Co. \_\_\_\_\_

Have you ever been convicted of, pled guilty or nolo contendere to, or had deferred adjudication for a felony or other crime? (If yes, please explain.) "New Mexico residents or those seeking employment in New Mexico - DO NOT answer this Question"

If you are not a U.S. citizen, are you authorized to work in the U.S.?

Are you 18 years of age or older?  Yes  No

Source of referral to Mewbourne Oil Co. \_\_\_\_\_

Outside interests (Hobbies, Sports, Activities, Etc.) \_\_\_\_\_

List computer software and other business equipment skills: \_\_\_\_\_

PERSONAL

Valid Drivers License  Yes  No If yes, State \_\_\_\_\_ No. \_\_\_\_\_

Name and Location	Graduated? Degree	Major/Minor	Rank in Class	Grade Point Average
High School				
College(s)				
Graduate School				
Technical or Business School				

Scholastic honors, scholarships, assistantships, etc. \_\_\_\_\_

Extra-curricular activities \_\_\_\_\_

Thesis topic(s) \_\_\_\_\_

Professional or service organizations \_\_\_\_\_

EDUCATION

**GOALS**

Position desired: First choice \_\_\_\_\_ Second choice \_\_\_\_\_

Date available \_\_\_\_\_ Desired salary \_\_\_\_\_ Geographical preference \_\_\_\_\_

What are your career objectives? \_\_\_\_\_  
\_\_\_\_\_

List your employment history, including up to three employers, starting first with your present or most recent employer. In addition to the information listed below, a resume or personal data sheet covering all employment and further explanation of your responsibilities, accomplishments or contributions would be helpful.

**EMPLOYMENT HISTORY**

**1. EMPLOYER** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

Present/last position \_\_\_\_\_ Term. date \_\_\_\_\_ Salary \_\_\_\_\_ /mo

Starting position \_\_\_\_\_ Start date \_\_\_\_\_ Salary \_\_\_\_\_ /mo

Describe duties and accomplishments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present/last supervisor's name and title \_\_\_\_\_

May we contact your present supervisor? \_\_\_\_\_ Telephone number \_\_\_\_\_

Reason for leaving or desiring change \_\_\_\_\_  
\_\_\_\_\_

**2. EMPLOYER** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

Last position \_\_\_\_\_ Term. date \_\_\_\_\_ Salary \_\_\_\_\_ /mo

Starting position \_\_\_\_\_ Start date \_\_\_\_\_ Salary \_\_\_\_\_ /mo

Describe duties and accomplishments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's name and title \_\_\_\_\_ Telephone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

**3. EMPLOYER** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

Last position \_\_\_\_\_ Term. date \_\_\_\_\_ Salary \_\_\_\_\_ /mo

Starting position \_\_\_\_\_ Start date \_\_\_\_\_ Salary \_\_\_\_\_ /mo

Describe duties and accomplishments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's name and title \_\_\_\_\_ Telephone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

US MILITARY

Branch \_\_\_\_\_ Date entered \_\_\_\_\_ Expiration of active duty \_\_\_\_\_

Entry Rank \_\_\_\_\_ Final Rank \_\_\_\_\_

Major responsibilities \_\_\_\_\_

Reserve or National Guard status \_\_\_\_\_

**EMPLOYMENT OR EDUCATIONAL-RELATED REFERENCES PREFERRED**

REFERENCES

Name and Title	Company and Address	Phone
1		Work
		Home
2		Work
		Home
3		Work
		Home
4		Work
		Home

Please provide any additional information such as special skills, training, professional certifications, civic and community activities which will be helpful in our evaluating your candidacy for a position with our Company.

ADDITIONAL INFORMATION

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**APPLICANT'S CERTIFICATION**

I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I authorize the investigation by Mewbourne Oil Company (hereinafter called the Company) of all statements contained in this application and release from all liability any persons or employers supplying such information and I also release the Company from all liability that might result from making the investigation.

I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. ***I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANYTIME AND FOR ANY REASON, and that my at-will status can only be altered by an express written agreement signed by myself and an officer of the Company.***

I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.

I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

**APPLICATIONS WILL REMAIN ACTIVE FOR 60 DAYS.**

Date \_\_\_\_\_ Signature \_\_\_\_\_