

BIG D OIL CO.

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P.O. Box 1378
Rapid City, SD 57709-1378
Phone (605) 342-6777
Fax (605) 342-4873

EMPLOYMENT APPLICATION INSTRUCTIONS:

1. Please completely and accurately fill out all application pages.
2. If you need more space please use an additional sheet of paper.
3. If you have a resume' please attach it to the application, but do not submit a resume' in place of the application.
4. Please read and sign the job requirements listed on the back page.

APPLICATION FOR EMPLOYMENT
THIS APPLICATION IS GOOD FOR 60 DAYS

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN INDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Applicants are considered for all positions, and employees are treated during employment, without regard to race, color, religion, sex, national origin, age, disability or any other prohibited basis of discrimination, as provided under applicable state and federal law.

PLEASE PRINT

Date of Application: _____ Position(s) Applied for: _____

Referral Source: Advertisement Friend Relative Walk-In Employment Agency Other _____

Name _____

Address _____

Previous Address _____

Telephone _____ Social Security Number _____

For reference checking purposes, if you have been known by another name, please list it here: _____

Have you filled an application here before? Yes No If yes, give date: _____

Have you ever been employed here before? Yes No If yes, give date: _____

Are you employed now? Yes No May we contact your present employer? Yes No

Are you 18 years of age or older? Yes No

Are you prevented from lawfully becoming employed in this country? Yes No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired.

On what date would you be able for work? _____ Expected pay rate: _____

Are you available to work: Full Time Part-Time Shift Work Temporary On-Call

What days? S M T W T F S What hours? _____

Are you on lay-off and subject to recall? Yes No

Have you ever been bonded? Yes No

If yes, list jobs for which you were bonded: _____

Have you been convicted of a felony? Yes No (Conviction will not necessarily disqualify applicant from employment.

The recency, severity, and pertinence of the conviction to the job will be considered.)

If yes, please explain: _____

Have you ever had any job-related training in the United States military? Yes No

If yes, please describe: _____

List professional, trade, business, or civic activities and offices held. (You may exclude those which indicate race, color, disability, religion, sex or national origin):

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

EDUCATION

Please list education or specialized experience which relates to position(s) for which you are applying. Exclude names or terms which indicate, for example, race, color, religion, age, sex, disability or national origin.

School Name and Location	Elementary	High School	Under graduate College/University	Graduate/Professional
Years completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities	Name: Location: Length of course: Was Course Completed: Subject: General:			

Honors received: _____

Special skills and qualifications, including those acquired from employers or other experience:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate, for example, race, color, religion, sex, disability, or national origin.

Employer	Date Employed		Work Performed
	From	To	
Address			
Telephone			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

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Telephone			
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If you need additional space, please continue on a separate sheet of paper.

Have you ever been discharged from a job? Yes No If yes, please explain why: _____

Summarize special job-related skills and qualifications acquired from employment or other experience.

The attached job description lists specific job duties for the position for which you are applying. Can you perform the listed duties with or without accommodation? Yes No

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. The Company may investigate all statements contained in this application, and I understand that any false or misleading information provided during the application or interview process will result in my immediate discharge if I am hired, regardless of when discovered. I UNDERSTAND THAT THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT RELATIONSHIP BETWEEN MYSELF AND THE COMPANY IS TERMINABLE-AT-WILL SO THAT BOTH THE COMPANY AND I REMAIN FREE TO CHOOSE TO END OUR WORK RELATIONSHIP AT ANY TIME FOR ANY LAWFUL REASON OR NO REASON. ANY CHANGES IN THIS EMPLOYMENT RELATIONSHIP MUST BE MADE IN WRITING.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the Company, to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required depending upon Company policy. I authorize the Company to make a thorough investigation of my past employment, education and job-related activities and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this Company against any liability which might result from making such investigation.

Additionally, I authorize the Company to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party, with an interest that the Company deems appropriate.

Signature of Applicant _____ Date _____