PRUITT PRODUCTION SERVICES, INC.
EMPLOYMENT APPLICATION

5400 E. Hwy 290 | Giddings, Texas 78942 careers@pruittpsi.com | (979) 542-5104

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, religion, sex, sexual orientation, national origin, age, marital status, or non-job-related disability.

Pruitt Production Services, Inc. is an equal opportunity employer.

Date of Application:	Position Applied For:
Select Desired Location(s): **Texas:** ☐ Giddings ☐ Ledbetter ☐ Gonzales ☐ Odessa **New Mexico:** ☐ Carlsbad	
Employment Type (Check all that apply): ☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Contract ☐ Interim	

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SECTION I – APPLICANT INFORMATION

Applicant Name: (First)	(Middle)	(Last)	Social Security Number:		
Physical Address: (Street)			(City)	(State)	(Zip)
Mailing Address (If different than above):					
Date of Birth:	Phone:	Email:			
How did you learn of the position for which you are applying?					
Date Available for Work: ☐ Immediately ☐ 2 Weeks Other:	Expected Pay Preference: ☐ Hourly ☐ Salary Expected Pay Range: $				
Are you willing to relocate? ☐ Yes ☐ No	Will you work overtime if asked? ☐ Yes ☐ No				
Are you willing to travel? ☐ Yes ☐ No	Are you available for on-call work? ☐ Nights/Evenings ☐ Weekends				
Are there any hours, shifts, or days you will not work? ☐ Yes ☐ No If yes, please explain:	Are you over 18 years of age? ☐ Yes ☐ No Do you have a valid driver's license? ☐ Yes ☐ No Number: Class: State: Exp:				
Do you have the legal right to work in the U.S.? ☐ Yes ☐ No Proof of citizenship or immigration status will be required upon employment.					
Have you ever been convicted of a felony? Note: A conviction will not necessarily disqualify you from employment. ☐ Yes ☐ No If you answer 'Yes,' you may be asked to provide additional information on a separate 'Felony Conviction Form' provided by our HR Department.					
Employment may be contingent upon successful completion of a background check, including verification of employment, driving record, and criminal history (where permitted by law). ☐ I understand and am willing to comply with this requirement.					
Employment is contingent upon successful completion of a pre-employment drug and alcohol test. ☐ I understand and am willing to comply with this requirement.					

List address(es) you have lived the past three (3) years:

Street	City	State	Zip	Length

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SECTION II – EMPLOYMENT
Have you worked for Pruitt Production Services, Inc. before? ☐ Yes ☐ No If Yes, explain reason for leaving:
Have you applied to Pruitt Production Services, Inc. before? ☐ Yes ☐ No If Yes, provide date:
Have you ever been dismissed or forced to resign from any employment? ☐ Yes ☐ No If yes, please explain:
Are you currently employed? ☐ Yes ☐ If No, provide the last day of employment:

Start with the last or current position and work backwards for the previous 7 years (attach separate sheets if necessary).

Current (Most Recent) Employer			
Employer Name:			Position:
Physical Address:			Phone:
Supervisor Name & Title:		Supervisor Email:	
Employment Dates: Start:	End:	Reason For Leaving:	
Ending Salary: $ Per:	☐ Full Time ☐ Part Time	Hours Worked Per Week:	
May we contact this employer if you are considered for the position? ☐ Yes ☐ No			
Summarize nature of job responsibilities and accomplishments:			

Second Most Recent Employer			
Employer Name:			Position:
Physical Address:			Phone:
Supervisor Name & Title:		Supervisor Email:	
Employment Dates: Start:	End:	Reason For Leaving:	
Ending Salary: $ Per:	☐ Full Time ☐ Part Time	Hours Worked Per Week:	
May we contact this employer if you are considered for the position? ☐ Yes ☐ No			
Summarize nature of job responsibilities and accomplishments:			

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Third Most Recent Employer			
Employer Name:			Position:
Physical Address:			Phone:
Supervisor Name & Title:		Supervisor Email:	
Employment Dates: Start:	End:	Reason For Leaving:	
Ending Salary: $ Per:	☐ Full Time ☐ Part Time	Hours Worked Per Week:	
May we contact this employer if you are considered for the position? ☐ Yes ☐ No			
Summarize nature of job responsibilities and accomplishments:			

SECTION III – MILITARY RECORD		
Did you serve in the U.S. Armed Forces? ☐ Yes ☐ No If Yes, enter dates:	From:	To:
Branch of Service: ☐ Army ☐ Navy ☐ Marines ☐ Air Force ☐ Coast Guard		
Were you honorably discharged? ☐ Yes ☐ No		

SECTION IV – EDUCATION INFORMATION

Schools Attended	Check Highest (years) Completed	Name and Address of School (Street, City, State)	Earned Diploma/Degree?	Major Course of Study
High School	1☐ 2☐ 3☐ 4☐		☐ Diploma ☐ GED	
College/ University	1☐ 2☐ 3☐ 4☐		☐Associates ☐ Bachelors ☐ Masters	
Graduate School	1☐ 2☐ 3☐ 4☐			
Other	1☐ 2☐ 3☐ 4☐			

List other licenses, professional registrations, certifications, and professional memberships:

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A list of Skills, Certifications, and Trainings are listed below. Please review and check all that apply to you. This helps us better understand your experience and qualifications.

Technical Certifications & Training	Safety Compliance
☐ Basic Electrical / Controls Training	☐ Confined Space Entry
☐ CDL (Class A or B)	☐ Fall Protection
☐ Forklift Operation Certification	☐ First Aid / CPR / AED
☐ Instrumentation Calibration / Pneumatic Systems	☐ H2S Awareness / Clear
☐ Mechanical Assembly Training	☐ Hazard Communication (HAZCOM)
☐ Pipefitting / Threading Certification	☐ Hot Work / Fire Watch
☐ PLC / Automation Basics	☐ Lockout/Tagout (LOTO)
☐ Pressure Testing or Hydraulic Safety	☐ OSHA 10 (General Industry or Construction)
☐ Rigging & Lifting	☐ OSHA 30 (Supervisory level)
☐ Valve Repair Training or Certification	☐ Respirator Fit Test / Awareness
☐ Welding Certification (Stick / MIG / TIG)	☐ SafeLand / PEC Basic Orientation
Office & Administrative	☐ Spill Prevention / Environmental Awareness
☐ Adobe-Acrobat / PDF Editing	☐ Stop Work Authority Training
☐ Bookkeeping or Accounting Certificate	☐ Supervisor Safety Leadership Training
☐ Customer Service / Communication	☐ TWIC Card (Transportation Worker Identification Credential)
☐ Data Entry / Accuracy	**Driving & Transportation**
☐ Document Scanning / Uploading / File Organization	☐ Class A CDL ☐ Class B CDL
☐ Filing & Recordkeeping (electronic or paper)	☐ DOT Medical Card
☐ Google Workspace (Docs, Sheets, Drive)	☐ Vehicle / Trailer Inspection
☐ Microsoft Word – Basics	**Software, Systems & Program Familiarity**
☐ Microsoft Word – Advanced (Document Formatting, Mail Merge)	☐ Company Portals / Employee Onboarding Platforms
☐ Microsoft Excel – Basics	☐ ISNetworld
☐ Microsoft Excel – Advanced (Formulas, Pivot Tables, Reporting)	☐ Sage 100
☐ Microsoft OneDrive	☐ Veriforce
☐ Microsoft Outlook	**Leadership & Supervisor Development**
☐ Microsoft SharePoint	☐ Supervisor / Leadership
☐ Microsoft Teams / Zoom / Virtual Meetings	☐ Performance Management / Coaching
☐ Notary Public	☐ Disciplinary Process / Documentation
☐ Office Equipment Use (scanner, copier, fax)	☐ Time Management & Delegation
☐ Phone / Reception / Customer Service	☐ Communication & Team Building
☐ Project Management	☐ Root Cause Analysis or Continuous Improvement
☐ Scheduling / Dispatching / Calendar Coordination	☐ Business Writing / Professional Correspondence

List additional skills, qualifications or experiences which you feel would enhance your ability to perform this position.

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SECTION VI – NOTICE TO APPLICANT

Americans with Disabilities Act
This Employer complies with the Americans with Disabilities Act of 1990. During the interview process you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination. All information will be kept confidential and in separate files.

At-Will Employment - No Contract
Applicants accepted for employment should clearly understand that while we make an effort to provide steady, continuous work, we have no employment contracts and we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or Employer policies, conformity to our work rules, job performance, etc., and of course, employees may elect to leave of their own accord to seek other jobs.

Drug and Alcohol Testing
We conduct our business with the highest possible degree of safety and efficiency. Because of this, Pruitt Production Services, Inc. may require applicants for employment to undergo blood and/or urinalysis screening for drug or alcohol use as part of our pre-placement physical examination. In addition, all employees of the Employer are subject to random blood tests and/or urinalysis screening for drug or alcohol use.

Applicant Certification and Acknowledgment
I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation may disqualify me from employment or, if discovered after hire, may result in my termination.

I acknowledge that if employed by Pruitt Production Services, Inc. (PPSI), my employment will be at-will, meaning that either I or PPSI may terminate the employment relationship at any time, with or without cause or notice. I understand that no oral promises or policies of PPSI create an employment contract, and that only a written agreement signed by the President of PPSI can alter the at-will employment relationship.

Disclosure Regarding Background Investigation
Pruitt Production Services, Inc. may obtain information about you from a consumer reporting agency for employment purposes. A consumer report may include information about your criminal history, motor vehicle record, education, prior employment, and other background checks. If applicable to the position, a credit history report may also be obtained.

Authorization
I authorize Pruitt Production Services, Inc. to obtain such consumer reports and background reports about me for employment purposes, including hiring, retention, promotion, or reassignment. I understand that I have the right, upon written request, to obtain a complete and accurate disclosure of the nature and scope of any background investigation.

☐ I authorize Pruitt Production Services, Inc. to obtain my credit history report if required for the position applied for.

Applicant Name (Printed): _____ Date: _____

Applicant Signature: _____ Date: _____