



1997 9<sup>th</sup> Avenue North  
Virginia, MN 55792

Phone: 218-741-9287  
Fax: 218-741-9288

DATE: \_\_\_\_\_

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Rate of pay expected: \_\_\_\_\_

Are you a citizen of the US? \_\_\_\_\_ If no, are you authorized to work in the U.S.? \_\_\_\_\_

Do you have a current Driver's License? \_\_\_\_\_ DL # and State issued: \_\_\_\_\_

Do you have a Commercial Driver's License? \_\_\_\_\_

*IDEA Drilling LLC performs DMV checks as part of our pre-screening process.  
By signing and submitting this application, you hereby consent to this DMV check.*

Are you willing to work overtime? \_\_\_\_\_ Are you willing to travel with extended stays? \_\_\_\_\_

Do you have current *First Aid, CPR, MSHA or Defensive Driving* certifications? If so, please list dates of certification: \_\_\_\_\_

Have you ever been convicted of a felony? If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Do you require reasonable accommodation to complete the job tasks as outlined in our job description? \_\_\_\_\_

*IDEA Drilling LLC has a drug and alcohol testing program (see attached) and work for some clients that have a drug and alcohol testing program. As a condition of employment with IDEA Drilling LLC, do you agree to be subject to pre-employment drug and alcohol testing? \_\_\_\_\_*

**EDUCATION:**

High School: \_\_\_\_\_ City & State: \_\_\_\_\_

Did you graduate? \_\_\_\_\_

College: \_\_\_\_\_ City & State: \_\_\_\_\_

Did you graduate and if so, with what degree? \_\_\_\_\_

**PREVIOUS EMPLOYMENT:**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**May we contact your previous Supervisor(s) for a reference?** \_\_\_\_\_

**May we contact your present Supervisor for a reference?** \_\_\_\_\_

*Please summarize any special job related skills and qualifications acquired through employment or other experiences:* \_\_\_\_\_

*Please give the name and phone number of two references that we may contact who are not related to you:* \_\_\_\_\_

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**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## **DRUG AND ALCOHOL POLICY**

### **Introduction**

IDEA Drilling LLC is committed to preventing accidents and providing a safe work place for its employees. Employees under the influence of drugs or alcohol are not only a risk to themselves but also to their coworkers. The following is IDEA Drilling's drug and alcohol policy.

### **Employees Subject to Testing**

Employees subject to testing are: job applicants that have received a conditional job offer, employees who are subject to routine physicals, employees in the random testing program, employees who are reasonably suspected of being under the influence of drugs or alcohol, and employees that are involved in an on-the-job accident.

### **Random Drug and Alcohol Testing**

IDEA Drilling LLC performs random drug testing on a quarterly basis. Employees who do not hold a commercial driver's license or current medical card are selected randomly via computer program based on the number of employees currently employed by IDEA. Employees who hold a commercial drivers license and/or have a medical card are randomly selected by an outside agency. Random drug and alcohol testing does not include employees who are not in a safety-sensitive position.

### **Testing After an On-The-Job Accident**

All employees involved in an on-the-job accident shall be required to participate in drug and alcohol testing immediately after the incident. This is subject to discretion of the management team and may include any employee present at the time of the accident.

### **Consequences of a Positive Test**

Upon the result of a positive initial test, employees have the right to explain the results. At this time, employees may disclose any medications that he/she is taking or has recently taken, and any other information that might affect the reliability of the test. Upon a positive result on a confirmatory test, employees have the right to participate, at the employee's own expense, in a drug or alcohol treatment or counseling program. Employees may be suspended or transferred pending the results of a confirmatory test and/or during drug or alcohol treatment or counseling. Employees may be disciplined up to and including termination if they fail to participate in or complete a drug or alcohol treatment or counseling program.

### **Right to Refusal**

Employees have the right to refuse participation in this screening program. However, such refusal or lack of cooperation in the program could result in disciplinary measures up to and including termination of employment.

### **Prescription Medication**

Employees under a physician's care who are required to take prescription medication must notify the company in writing. Only the necessary quantity and of the prescription for the work period will be allowed in the work environment, and must be kept in the original labeled prescription container. No employee will be allowed to work while taking medication that may, in the opinion of IDEA Drilling LLC, affect his job performance, safety, or the safety of the other employees.