

Dear Applicant:

We are pleased that you are interested in employment at Bi-Mart! To be considered for possible employment, applications must be accompanied by a signed and dated summary of the position for which you are applying. Please review the position summary thoroughly before completing this application. This Application for Employment will be considered "active" for one (1) month from the date signed.

Bi-Mart is strongly committed to providing a safe and productive work environment for its employees and to providing excellent service to its customers. As a part of the hiring process, all applicants considered for employment are required to submit to and pass a drug test.

INSTRUCTIONS

- PLEASE ANSWER **ALL** QUESTIONS TO THE BEST OF YOUR ABILITY.
- **PRINT** LEGIBLY WITH AN **INK PEN** (OR YOU MAY TYPE THE ANSWERS IF YOU ARE COMPLETING AN ONLINE APPLICATION).
- **DO NOT** LEAVE BLANK SPACES—PRINT **N/A** (NOT APPLICABLE) WHEN NECESSARY.

AREA OF INTEREST & AVAILABILITY

POSITION SOUGHT: _____

FULL TIME PART-TIME TEMPORARY/SEASONAL

Have you previously applied for employment at Bi-Mart? YES NO

When? _____ For what position? _____ What location? _____

PAY EXPECTED: \$ _____ If "Negotiable", enter range: _____ Date you can start: _____

WE OPERATE 7-DAYS PER WEEK. PLEASE INDICATE WHAT HOURS YOU CAN WORK. WRITE "ANY" IF YOU ARE AVAILABLE ALL HOURS.

AVAILABLE HOURS: MON: _____ TUE: _____ WED: _____ THU: _____ FRI: _____ SAT: _____ SUN: _____

REFERRED BY: NEWSPAPER AD: _____ SCHOOL: _____ INTERNET: _____
(CHECK ONE) (Specify) (Specify) (Specify)

STORE ANNOUNCEMENT: COMPANY RECRUITER: OTHER (Explain): _____

PERSONAL INFORMATION

FULL NAME: _____ SS#: _____
(LAST) (FIRST) (FULL MIDDLE)

ALL OTHER LAST NAMES USED: _____ NICKNAME(S): _____

CONTACT INFORMATION: HOME PHONE #: _____ WORK PHONE #: _____
CELL PHONE #: _____ E-MAIL ADDRESS: _____

CURRENT MAILING ADDRESS: _____ **HOW LONG?** _____
(NO. & STREET) (CITY) (STATE) (ZIP CODE) (IF LESS THAN 3 YRS. PLEASE PROVIDE PREVIOUS ADDRESS)

CURRENT STREET ADDRESS: _____
(NO. & STREET) (CITY) (STATE) (ZIP CODE)

PREVIOUS STREET ADDRESS: _____ **HOW LONG?** _____
(NO. & STREET) (CITY) (STATE) (ZIP CODE)

AGE INFORMATION: ARE YOU 18 OR OLDER? YES: NO: IF HIRED, CAN YOU PROVIDE PROOF OF YOUR AGE? YES: NO:

DRIVER'S LICENSE OR STATE ISSUED ID: YES: NO: STATE: _____ NUMBER: _____ EXP. DATE: _____
(MM/DD/YYYY)

CITIZENSHIP: CAN YOU PROVIDE PROOF OF YOUR LEGAL RIGHT TO REMAIN AND WORK IN THE U.S.A.? YES: NO:

PREVIOUSLY EMPLOYED BY BI-MART?: YES: NO: IF YES, WHAT LOCATION/DEPT.: _____
NAME OF SUPERVISOR: _____ DATES EMPLOYED: _____
JOB TITLE: _____ SUPERVISOR: _____ EMPLOYED: _____

RELATIVE/FRIENDS CURRENTLY EMPLOYED BY BI-MART?: YES: NO: IF YES, NAME: _____ RELATIONSHIP: _____
LOCATION/DEPARTMENT: _____

EDUCATION

SCHOOLS ATTENDED	CIRCLE HIGHEST GRADE COMPLETED	WHAT NAME(S) ARE RECORDS UNDER?	DIPLOMA OR GED YES (✓) NO (✓)
LAST JR. HIGH/MIDDLE SCHOOL:	1 2 3 4 5 6 7 8		
(City) (State)			
LAST HIGH SCHOOL:	9 10 11 12		
(City) (State)			

COLLEGE/UNIVERSITY OR TECHNICAL/TRADE OR MILITARY SCHOOLS ATTENDED: <small>(Include City and State)</small>	WHAT NAME(S) ARE RECORDS UNDER?	DEGREE OR CREDITS RECEIVED	MAJOR(S)
NAME:			
(City) (State)			
NAME:			
(City) (State)			

LIST ANY CURRENT LICENSES/CERTIFICATES/REGISTRATIONS: _____

Are you currently attending school? NO YES Hours / Days attending: _____

WORK EXPERIENCE

LIST YOUR MOST RECENT JOB FIRST—APPLICANTS MUST PROVIDE A COMPLETE RECORD OF **ALL EMPLOYMENT IN THE LAST 15 YEARS** INCLUDE MILITARY SERVICE. AND INDICATE DATES AND REASONS FOR PERIODS OF UNEMPLOYMENT IN EXCESS OF THIRTY (30) DAYS. **USE ADDITIONAL SHEETS IF NEEDED.**

# 1	DATE EMPLOYED (Month & Year)	COMPANY/ORGANIZATION (Complete Name & Address)	JOB TITLE/DUTIES PERFORMED AT START OF EMPLOYMENT	JOB TITLE/DUTIES PERFORMED AT END OF EMPLOYMENT
	/ MO YR / MO YR <small>(FROM) (TO)</small> TYPE OF BUSINESS? <input style="width: 100%; height: 20px;" type="text"/>	_____ (Name) _____ (Street address) _____ (City) (State) (Zip)		

HOW WAS POSITION OBTAINED?	AVG. HRS. WORKED PER WEEK	SALARY		NUMBER OF PEOPLE YOU SUPERVISED	REASON FOR LEAVING OR LOOKING TO LEAVE (BE SPECIFIC)	IMMEDIATE SUPERVISOR
		AT START	UPON LEAVING			
						NAME: _____ TITLE: _____ PHONE #: _____ MAY WE CONTACT NOW? YES <input type="checkbox"/> NO <input type="checkbox"/>

# 2	DATE EMPLOYED (Month & Year)	COMPANY/ORGANIZATION (Complete Name & Address)	JOB TITLE/DUTIES PERFORMED AT START OF EMPLOYMENT	JOB TITLE/DUTIES PERFORMED AT END OF EMPLOYMENT
	/ MO YR / MO YR <small>(FROM) (TO)</small> TYPE OF BUSINESS? <input style="width: 100%; height: 20px;" type="text"/>	_____ (Name) _____ (Street address) _____ (City) (State) (Zip)		

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		AT START	UPON LEAVING			
						NAME: _____ TITLE: _____ PHONE #: _____ MAY WE CONTACT NOW? YES <input type="checkbox"/> NO <input type="checkbox"/>

WORK EXPERIENCE CONTINUED

#3	DATE EMPLOYED (Month & Year) MO / YR / MO / YR (FROM) (TO) TYPE OF BUSINESS? <input style="width:100%; height:20px;" type="text"/>	COMPANY/ORGANIZATION (Complete Name & Address) _____ (Name) _____ (Street address) _____ (City) (State) (Zip)	JOB TITLE/DUTIES PERFORMED AT START OF EMPLOYMENT	JOB TITLE/DUTIES PERFORMED AT END OF EMPLOYMENT							
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SALARY											
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SALARY											
AT START	UPON LEAVING										

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SALARY											
AT START	UPON LEAVING										

- USE ADDITIONAL SHEETS IF NEEDED -

ABILITIES

After reviewing the position summary for the job(s) for which you are applying, do you believe that you can perform all of the functions listed? YES NO

If no to the above, please identify any functions of the job which you are unable to perform and describe how you might be able to perform the job with reasonable accommodation(s):

BACKGROUND

TERMINATION: Have you ever been discharged or asked to resign from a job?

YES NO If yes, please explain: _____

***CONVICTIONS:** Have you ever been convicted by a criminal or military court of a felony or misdemeanor, including criminal traffic and criminal non-traffic offenses?

YES NO If yes, please explain: _____

*In most cases, a conviction is not an automatic bar from employment.

SKILLS AND INTERESTS

DO NOT include the names of clubs, organizations, associations, etc., which indicate the race, creed, religion, age, national origin, political views or any other protected class of its members.

List outside activities while in school (athletics, clubs, offices held):

Related hobbies/interests:

List technical/occupational skills (include level of proficiency):

Personal aptitudes/interests:

Career aims/goals:

COMMENTS

MAKE ANY ADDITIONAL COMMENTS YOU WISH IN THE SPACE BELOW:

ACCEPTANCE

It is the policy of Bi-Mart to recruit, employ, transfer, develop and promote individuals without regard to race, national origin, ancestry, religion, age, sex, gender identity, marital status, disability, or any other protected class as provided by law.

1. I declare that all statements and answers herein are true and complete, and understand that any untruth, misleading answer, omission, concealment, or failure to answer questions fully, completely, and accurately are grounds for termination of my employment.
2. I authorize Bi-Mart at any time to investigate my references, to communicate with former employers concerning same, and to make an independent investigation of my character, conduct, employment, criminal, financial, and driver's records.
3. I agree that Bi-Mart, my previous employers and any other sources used in this investigation shall not be held liable in any respect if an employment offer is not tendered, is withdrawn, or my employment is terminated due to false statements or answers in this application or any other information gained in this investigation.
4. I agree to return all company records, equipment, and uniforms upon termination of employment.
5. I understand that this application for employment is not a contract of employment. All employment at Bi-Mart is strictly "Employment At Will" which means that an employee may voluntarily end his/her employment at any time with or without notice for any reason, and the company maintains the same right. This relationship cannot be modified by anyone other than in writing by the Senior Vice President of Human Resources or the President of the Company. Any representations by any other person contrary to the "Employment At Will" Doctrine, either verbal or written, shall not be relied upon by any employee.

(SIGNATURE OF APPLICANT)

DATE

**BUSINESS OFFICE AND DISTRIBUTION CENTER
220 S. SENECA RD. • P.O. BOX 2310 • EUGENE, OREGON 97402
PHONE 541/344-0681 • FAX 800/333-8967**



FAIR CREDIT REPORTING ACT DISCLOSURE

Bi-Mart, when considering your application for employment, making a decision whether to offer you employment, deciding whether to continue your employment (if you are hired, and when making other employment-related decisions directly affecting you, may wish to obtain and use a "consumer report" and/or an "investigative consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA") which applies to you. As either an applicant for employment or an employee of the Company, you are a "consumer" with rights under the FCRA.

A "consumer report" is any written, oral or other communication of any information by a "consumer reporting agency" bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for employment. An "investigative consumer report" is a consumer report in which the information for the consumer report is obtained in whole or in part through personal interviews with persons who may have knowledge concerning such information.

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THIS "FAIR CREDIT REPORTING ACT DISCLOSURE."

Signature

Printed Name

Date



AUTHORIZATION TO OBTAIN PERSONAL INFORMATION

By signing below, I, _____, hereby voluntarily authorize Bi-Mart to obtain "consumer reports" and "investigative consumer reports" about me from a consumer reporting agency and to consider the reports when making decisions regarding my application for employment or my employment with the Company. Prior to signing this Authorization I received and read a document entitled "Fair Credit Reporting Act Disclosure" which defined the terms "consumer," "consumer report" and "consumer reporting agency." I understand the information disclosed to me, had an opportunity to ask questions about the information and had my questions, if any, answered.

I hereby authorize Bi-Mart to procure an investigation, or cause an investigation to be procured, for employment purposes. I authorize, without reservation, any person or entity contacted by Bi-Mart, or anyone acting on its behalf, to furnish information concerning my character, conduct, employment, criminal, financial and driver's records, and I release any such person or entity from any and all liability for furnishing such information. I also release Bi-Mart from any and all liability for conducting such an investigation.

Signature

Printed Name

Date

Applicant: Please complete the following for proper identification purposes. *Print Legibly:*

Name: _____
Last First MI Maiden

Social Security #: _____ Drivers License # and State: _____

List other names or Social Security No's you have used (if none, write "none").

List any felony convictions and provide the date(s), county/parish, and state (if none, write "none").



RELOCATION STATEMENT

Bi-Mart's continued success and growth is linked to the relocatability of members of their store management staff.

I understand that I will be asked to relocate to any Bi-Mart location during my career with Bi-Mart.

I further understand that a refusal to relocate will impede my advancement with the company. A refusal will affect my status in the Associate Manager program.

Print Name _____ Date _____

Signature _____



ASSOCIATE MANAGER

Position Overview

Assists in the operation of a profitable store by: controlling expenses, efficiently using payroll dollars, being in-stock on basics, practicing good personnel skills and principles, consistently applying policies and procedures, ensuring store is clean and in good repair, recognizing and solving problems, controlling liabilities, understanding and protecting company assets, and maintaining a high level of employee morale and customer satisfaction.

- Reports to: Store Manager
- Coordinates with: Store management, District Manager, Senior Vice President of Store Operations, area coordinators, hourly staff, pharmacy staff, and administrative staff.

Essential Job Functions

- Assist in achieving and maintaining a level of satisfaction and friendliness, which exceeds that found in competing retail environments.
- Assist with establishing and supervising the day-to-day activities of small groups of employees while maintaining high employee morale.
- Assist in administration of the interview, selection, orientation, training, promotion, evaluation, communication, and discipline of employees in the store.
- Assist in ensuring the in-stock position and the presentation of all basic and promotional merchandise according to company standards.
- Assist in maintaining inventory by department at budgeted levels.
- Take action to reduce internal and external theft, waste, and inaccuracies.
- Take action to control all sources of potential liability.
- Responsible for maintaining a safe environment.
- Responsible for adherence to and accuracy of the cash handling, check acceptance, and accounting systems in the store.
- Provide leadership-by-example to store employees in the areas of productivity, personally following all policies and procedures, and in own conduct and attitude.
- Assist in controlling all store expenses and achieving sales objectives.
- Oversee employees unloading trucks, pricing merchandise, stocking shelves, or cashiering.
- Learn the Bi-Mart policies and procedures and use effective leadership skills.

Physical Requirements

Occasionally = up to 1/3 shift

Frequently = up to 2/3 shift

Continuously = throughout shift

- Standing: Frequently in combination with walking on concrete surface.
- Sitting: Occasionally.
- Walking: Frequently in combination with standing.
- Worker Mobility: Can change positions frequently throughout work shift.
- Carry/Lift: Frequently and independently work with 0-45 pounds
- Pushing/Pulling: Frequently and independently push/pull 0-45 pounds. Occasionally while retrieving multiple shopping carts.
- Bending/Squatting: Frequently throughout work shift.
- Reaching/Handling: Use of fingers/hands/arms continuously. Occasional overhead reaching needed.
- Grasping/Squeezing: Frequently throughout work shift.
- Twisting: Frequently throughout work shift.
- Climbing: Occasionally climb ladders to reach higher shelf areas. Occasionally climb stairs to reach stock/supply areas, etc.
- Crawling: As needed.

Social Skill Requirements

- Ability to positively interact with others.
- Ability to communicate well verbally and in writing using the English language.
- Ability to develop and maintain, through positive leadership, an atmosphere in which a high level of employee morale exists.
- Ability to continuously interact in a positive manner with multiple customers and employees face-to-face and on the phone.
- Ability to respond sensitively to customer/employee needs or situations.

Aptitude Requirements

- Must be able to read English and write it legibly.
- Perform basic and intermediate math functions.
- Must have cognitive skills including ability to analyze, reason, and make decisions.
- Must have ability to organize and coordinate multiple tasks with attention to detail.
- Must be able to perform in a reliable and confident manner.
- Must be able to learn and retain new skills.

Environmental Factors

- Most work is performed in store.
- Occasional exposure to outside elements.
- Continual risk of exposure to chemicals and/or compounds.

This position summary covers most of the duties performed, however, other duties and responsibilities not listed may be assigned at the discretion of management.

After reviewing this position summary, can you perform all of the functions listed? Yes No

If no to the above, please identify any functions that you are unable to perform:

I verify that I have thoroughly reviewed the position summary for Associate Manager and that I understand the job requirements and essential job functions.

Signature: _____ Date: _____

Print Name: _____