

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.

**EMPLOYMENT DESIRED**

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: (CHECK ONE) NEWSPAPER AD: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ INTERNET: \_\_\_\_\_  
 (Specify) (Specify) (Specify)  
 STORE ANNOUNCEMENT:    COMPANY RECRUITER:    OTHER (Explain): \_\_\_\_\_

**PERSONAL HISTORY**

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_  
 (LAST) (FIRST) (MIDDLE)  
 ALL OTHER LAST NAMES USED: \_\_\_\_\_ NICKNAME: \_\_\_\_\_  
 PHONE: HOME/CELL PHONE #: \_\_\_\_\_ WORK/MESSAGE PHONE #: \_\_\_\_\_  
 CURRENT STREET ADDRESS: \_\_\_\_\_ HOW LONG? \_\_\_\_\_  
 (NO. & STREET) (CITY) (STATE) (ZIP CODE)  
 CURRENT MAILING ADDRESS: \_\_\_\_\_  
 (NO. & STREET) (CITY) (STATE) (ZIP CODE)  
 PREVIOUS STREET ADDRESS: \_\_\_\_\_ HOW LONG? \_\_\_\_\_  
 (NO. & STREET) (CITY) (STATE) (ZIP CODE)  
 AGE: IF HIRED, WILL YOU PROVIDE PROOF OF YOUR AGE? YES:    NO:  
 ARE YOU 18 OR OLDER? YES:    NO:  
 DRIVER'S LICENSE OR STATE ISSUED ID: YES:    NO:    STATE: \_\_\_\_\_ NUMBER: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_  
 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:	CHECK HIGHEST GRADE COMPLETED	LIST ANY JOB RELATED COURSES	GRADUATE, DIPLOMA OR EQUIVALENT?	
LAST JR. HIGH/MIDDLE SCHOOL:	1 2 3 4 5 6 7 8		YES	NO
(City) _____ (State) _____				

LAST HIGH SCHOOL:	9 10 11 12		YES	NO
(City) _____ (State) _____				

COLLEGE/UNIVERSITY OR TECHNICAL/TRADE SCHOOLS ATTENDED: <small>(Include Military, and use additional sheets if necessary)</small>	MAJOR	MINOR	DEGREE OR NO. CREDITS
NAME:			
(City) _____ (State) _____			
NAME:			
(City) _____ (State) _____			

WHAT NAME ARE YOUR SCHOOL RECORDS UNDER? \_\_\_\_\_

LIST ANY CURRENT LICENSES/CERTIFICATES/REGISTRATIONS: \_\_\_\_\_

ARE YOU CURRENTLY ATTENDING SCHOOL?    YES    NO    HOURS/DAYS ATTENDING: \_\_\_\_\_

## WORK EXPERIENCE

LIST MOST RECENT JOB FIRST—APPLICANTS MUST PRINT A COMPLETE RECORD OF ALL EMPLOYMENT IN THE LAST 15 YEARS. INCLUDE PERIODS OF MILITARY SERVICE. IN ADDITION, EXPLAIN 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																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">/</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="font-size: small;">MO    YR    MO    YR</td> <td style="font-size: small;">(FROM)    (TO)</td> <td></td> <td></td> </tr> <tr> <td colspan="4">TYPE OF BUSINESS?</td> </tr> <tr> <td colspan="4" style="height: 20px;"></td> </tr> </table>	/				MO    YR    MO    YR	(FROM)    (TO)			TYPE OF BUSINESS?								(Name) _____ (No. & Street) _____ (City) _____ (State) _____ (Zip) _____		
/																			
MO    YR    MO    YR	(FROM)    (TO)																		
TYPE OF BUSINESS?																			
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?    YES    NO													

#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																
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		AT START	UPON LEAVING			NAME: _____ TITLE: _____ PHONE #: _____ MAY WE CONTACT?    YES    NO													

## WORK EXPERIENCE CONTINUED

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

<b>#3</b>	<b>DATE EMPLOYED</b> (Month & Year)  / MO (FROM) YR MO (TO) YR	<b>COMPANY/ORGANIZATION</b> (Complete Name & Address)  (Name)  (No. & Street)  (City) (State) (Zip)	<b>JOB TITLE/DUTIES PERFORMED</b> AT START OF EMPLOYMENT	<b>JOB TITLE/DUTIES PERFORMED</b> AT END OF EMPLOYMENT		
	TYPE OF BUSINESS?  _____					
	<b>HOW WAS POSITION OBTAINED?</b>	AVG. HRS. WORKED PER WEEK	SALARY AT START      UPON LEAVING	NUMBER OF PEOPLE YOU SUPERVISED	<b>REASON FOR LEAVING OR LOOKING TO LEAVE</b> (BE SPECIFIC)	<b>IMMEDIATE SUPERVISOR</b>  NAME: _____ TITLE: _____ PHONE #: _____ MAY WE CONTACT?    YES    NO

<b>#4</b>	<b>DATE EMPLOYED</b> (Month & Year)  / MO (FROM) YR MO (TO) YR	<b>COMPANY/ORGANIZATION</b> (Complete Name & Address)  (Name)  (No. & Street)  (City) (State) (Zip)	<b>JOB TITLE/DUTIES PERFORMED</b> AT START OF EMPLOYMENT	<b>JOB TITLE/DUTIES PERFORMED</b> AT END OF EMPLOYMENT		
	TYPE OF BUSINESS?  _____					
	<b>HOW WAS POSITION OBTAINED?</b>	AVG. HRS. WORKED PER WEEK	SALARY AT START      UPON LEAVING	NUMBER OF PEOPLE YOU SUPERVISED	<b>REASON FOR LEAVING OR LOOKING TO LEAVE</b> (BE SPECIFIC)	<b>IMMEDIATE SUPERVISOR</b>  NAME: _____ TITLE: _____ PHONE #: _____ MAY WE CONTACT?    YES    NO

<b>#5</b>	<b>DATE EMPLOYED</b> (Month & Year)  / MO (FROM) YR MO (TO) YR	<b>COMPANY/ORGANIZATION</b> (Complete Name & Address)  (Name)  (No. & Street)  (City) (State) (Zip)	<b>JOB TITLE/DUTIES PERFORMED</b> AT START OF EMPLOYMENT	<b>JOB TITLE/DUTIES PERFORMED</b> AT END OF EMPLOYMENT		
	TYPE OF BUSINESS?  _____					
	<b>HOW WAS POSITION OBTAINED?</b>	AVG. HRS. WORKED PER WEEK	SALARY AT START      UPON LEAVING	NUMBER OF PEOPLE YOU SUPERVISED	<b>REASON FOR LEAVING OR LOOKING TO LEAVE</b> (BE SPECIFIC)	<b>IMMEDIATE SUPERVISOR</b>  NAME: _____ TITLE: _____ PHONE #: _____ MAY WE CONTACT?    YES    NO

- 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 RESIGNED UNDER PRESSURE OR BEEN RELEASED FOR ANY REASON OTHER THAN LACK OF WORK? YES NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

**CONVICTIONS:** HAVE YOU EVER BEEN CONVICTED BY CRIMINAL OR MILITARY COURT OF ANY OFFENSE AT ANY TIME? (THIS INCLUDES FELONIES OR MISDEMEANORS, INCLUDING VEHICLE/TRAFFIC MISDEMEANOR OR FELONY OFFENSES.) A CONVICTION IS NOT AN AUTOMATIC BAR FROM EMPLOYMENT.

YES NO IF YES, PLEASE EXPLAIN: \_\_\_\_\_

## SKILLS AND INTERESTS

**DO NOT** INCLUDE THE NAMES OF CLUBS, ORGANIZATIONS, ASSOCIATIONS, ETC., WHICH INDICATE THE RACE, CREED, RELIGION, AGE, NATIONAL ORIGIN, OR POLITICAL VIEWS OF MEMBERS, OR ANY OTHER PROTECTED CLASS.

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, MARITAL STATUS, DISABILITY, OR ANY OTHER PROTECTED CLASS AS PROVIDED BY LAW.

- I. I DECLARE THAT ALL STATEMENTS AND ANSWERS HERIN ARE TRUE AND COMPLETE, AND AGREE THAT ANY UNTRUTH, MISLEADING ANSWER, OMISSION, CONCEALMENT, OR FAILURE TO ANSWER QUESTIONS FULLY, COMPLETELY, AND ACCURATELY ARE GROUNDS FOR TERMINATION OF MY EMPLOYMENT.
- II. 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.
- III. 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 ANY 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.
- IV. I AGREE TO RETURN ALL COMPANY RECORDS, EQUIPMENT, AND UNIFORMS UPON TERMINATION OF EMPLOYMENT.
- V. 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.

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(SIGNATURE OF APPLICANT)

DATE

# COMPUTER OPERATOR/HELP DESK

## Position Overview

This position provides help desk support to store level Pharmacy & Store Point of Sale Systems and to corporate PC users. Operates computers on the local area network to process daily production jobs.

- Reports to: Help Desk Manager
- Coordinates with: system users at stores, business office and various employees from the IS department.

## Essential Job Functions

- Provide excellent customer service
- Monitor job processing
- Running job processing
- Provide phone support to users (corporate/stores)
- Trouble shoot computer problems
- Communicate effectively over the telephone and through email

## Physical Requirements

*Occasionally* = up to 1/3 shift

*Frequently* = up to 2/3 shift

*Continuously* = throughout shift

- Standing: Occasionally in combination with walking.
- Sitting: 90% of the time.
- Walking: Occasionally in combination with standing.
- Carry/Lift: Occasionally and independently work with 0-30 pounds depending on product and materials.
- Worker Mobility: Can change positions occasionally throughout the shift.
- Pushing/Pulling: Occasionally and independently push/pull cases of paper, and move monitors, printers, keyboards, etc. with/without the use of a handcart.
- Bending/squatting: Occasionally throughout the shift while setting up computer terminals, printers, or monitors.
- Reaching/Handling: Use of fingers/hands/arms continuously throughout shift.

- Grasping/Squeezing: Occasionally to fill printers/copies with paper, change printer cartridges and attach computer cables.
- Twisting: Occasionally throughout the shift.
- Climbing: Occasionally climb ladders to reach higher shelf areas. Frequently climb stairs to reach other areas.
- Crawling: 10% of the time when setting up computer terminals.

### **Social Skill Requirements**

- Ability to positively interact with others.
- Ability to communicate well verbally and in writing using the English language.

### **Aptitude Requirements**

- Workers must be able to read and write English legibly.
- Must be able to perform basic and intermediate math functions.
- Must have ability to analyze, reason, and make decisions.
- Must be able to learn and retain new skills.

### **Environmental Factors**

- Most work is performed in the business office.

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 Computer Operator/Help Desk and that I understand the job requirements and essential job functions.

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

Print Name: \_\_\_\_\_