

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

<b>SCHOOLS ATTENDED:</b>	<b>CHECK HIGHEST GRADE COMPLETED</b>	<b>LIST ANY JOB RELATED COURSES</b>	<b>GRADUATE, DIPLOMA OR EQUIVALENT?</b>	
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) _____				
<b>COLLEGE/UNIVERSITY OR TECHNICAL/TRADE SCHOOLS ATTENDED:</b> <small>(Include Military, and use additional sheets if necessary)</small>	<b>MAJOR</b>	<b>MINOR</b>	<b>DEGREE OR NO. CREDITS</b>	
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.

<b>#1</b>	<b>DATE EMPLOYED</b> (Month & Year)	<b>COMPANY/ORGANIZATION</b> (Complete Name & Address)	<b>JOB TITLE/DUTIES PERFORMED</b> AT START OF EMPLOYMENT	<b>JOB TITLE/DUTIES PERFORMED</b> AT END OF EMPLOYMENT										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">MO</td> <td style="width: 5%; text-align: center;">/</td> <td style="width: 5%; text-align: center;">YR</td> <td style="width: 5%; text-align: center;">MO</td> <td style="width: 5%; text-align: center;">YR</td> </tr> <tr> <td style="text-align: center;"><small>(FROM)</small></td> <td></td> <td style="text-align: center;"><small>(TO)</small></td> <td></td> <td></td> </tr> </table>	MO	/	YR	MO	YR	<small>(FROM)</small>		<small>(TO)</small>			(Name) _____  (No. & Street) _____  (City) _____ (State) _____ (Zip) _____		
MO	/	YR	MO	YR										
<small>(FROM)</small>		<small>(TO)</small>												
	TYPE OF BUSINESS? <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
<b>HOW WAS POSITION OBTAINED?</b>	<b>AVG. HRS. WORKED PER WEEK</b>	<b>SALARY</b>		<b>NUMBER OF PEOPLE YOU SUPERVISED</b>	<b>REASON FOR LEAVING OR LOOKING TO LEAVE (BE SPECIFIC)</b>	<b>IMMEDIATE SUPERVISOR</b>								
		<small>AT START</small>	<small>UPON LEAVING</small>											
						NAME: _____ TITLE: _____ PHONE #: _____ MAY WE CONTACT?    YES    NO								

<b>#2</b>	<b>DATE EMPLOYED</b> (Month & Year)	<b>COMPANY/ORGANIZATION</b> (Complete Name & Address)	<b>JOB TITLE/DUTIES PERFORMED</b> AT START OF EMPLOYMENT	<b>JOB TITLE/DUTIES PERFORMED</b> AT END OF EMPLOYMENT										
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		<small>AT START</small>	<small>UPON LEAVING</small>											
						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)	<b>COMPANY/ORGANIZATION</b> (Complete Name & Address)	<b>JOB TITLE/DUTIES PERFORMED</b> AT START OF EMPLOYMENT	<b>JOB TITLE/DUTIES PERFORMED</b> AT END OF EMPLOYMENT								
	/ MO (FROM) YR MO (TO) YR TYPE OF BUSINESS? _____	_____ (Name) _____ (No. & Street) _____ (City) (State) (Zip)										
	<b>HOW WAS POSITION OBTAINED?</b>	<b>AVG. HRS. WORKED PER WEEK</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">SALARY</th> </tr> <tr> <td style="text-align: center;">AT START</td> <td style="text-align: center;">UPON LEAVING</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	SALARY		AT START	UPON LEAVING			<b>NUMBER OF PEOPLE YOU SUPERVISED</b>	<b>REASON FOR LEAVING OR LOOKING TO LEAVE (BE SPECIFIC)</b>	<b>IMMEDIATE SUPERVISOR</b> NAME: _____ TITLE: _____ PHONE #: _____ MAY WE CONTACT? YES NO
SALARY												
AT START	UPON LEAVING											

<b>#4</b>	<b>DATE EMPLOYED</b> (Month & Year)	<b>COMPANY/ORGANIZATION</b> (Complete Name & Address)	<b>JOB TITLE/DUTIES PERFORMED</b> AT START OF EMPLOYMENT	<b>JOB TITLE/DUTIES PERFORMED</b> AT END OF EMPLOYMENT								
	/ MO (FROM) YR MO (TO) YR TYPE OF BUSINESS? _____	_____ (Name) _____ (No. & Street) _____ (City) (State) (Zip)										
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SALARY												
AT START	UPON LEAVING											

<b>#5</b>	<b>DATE EMPLOYED</b> (Month & Year)	<b>COMPANY/ORGANIZATION</b> (Complete Name & Address)	<b>JOB TITLE/DUTIES PERFORMED</b> AT START OF EMPLOYMENT	<b>JOB TITLE/DUTIES PERFORMED</b> AT END OF EMPLOYMENT								
	/ MO (FROM) YR MO (TO) YR TYPE OF BUSINESS? _____	_____ (Name) _____ (No. & Street) _____ (City) (State) (Zip)										
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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 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.

\_\_\_\_\_  
(SIGNATURE OF APPLICANT)

\_\_\_\_\_  
DATE