



APPLICATION FOR EMPLOYMENT

Dear Applicant:

We are pleased that you are interested in employment at Bi-Mart. To be considered for possible employment, this application 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.

- 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 APPLIED FOR:	PREFERRED LOCATION:		
FULL TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY/SEASONAL <input type="checkbox"/>			
Have you previously applied for employment at Bi-Mart? YES <input type="checkbox"/> NO <input type="checkbox"/>			
When? _____ For what position? _____ What location? _____			
PAY EXPECTED:	\$ _____	If "Negotiable", enter range: _____	Date you can start: _____
<u>WE OPERATE 7-DAYS PER WEEK. PLEASE INDICATE WHAT HOURS YOU CAN WORK. WRITE "ANY" IF YOU ARE AVAILABLE ALL HOURS.</u>			
AVAILABLE HOURS:	MON: _____	TUE: _____	WED: _____ THU: _____ FRI: _____ SAT: _____ SUN: _____
REFERRED BY: (CHECK ONE)	NEWSPAPER AD: _____ (Specify)	SCHOOL: _____ (Specify)	INTERNET: _____ (Specify)
STORE ANNOUNCEMENT: <input type="checkbox"/> COMPANY RECRUITER: <input type="checkbox"/> OTHER <input type="checkbox"/> (Explain): _____			

PERSONAL INFORMATION

FULL NAME:	_____ (LAST) (FIRST) (FULL MIDDLE)			SS#: _____
ALL OTHER LAST NAMES USED:	_____ NICKNAME(S): _____			
CONTACT INFORMATION:	HOME PHONE #: _____ WORK PHONE #: _____ CELL PHONE #: _____ E-MAIL ADDRESS: _____			
CURRENT MAILING ADDRESS:	_____ (NO. & STREET) (CITY) (STATE) (ZIP CODE)			HOW LONG? _____
CURRENT STREET ADDRESS:	_____ (NO. & STREET) (CITY) (STATE) (ZIP CODE)			
PREVIOUS STREET ADDRESS:	_____ (NO. & STREET) (CITY) (STATE) (ZIP CODE)			HOW LONG? _____
AGE INFORMATION:	ARE YOU 18 OR OLDER? YES: <input type="checkbox"/> NO: <input type="checkbox"/> IF HIRED, CAN YOU PROVIDE PROOF OF YOUR AGE? YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
DRIVER'S LICENSE OR STATE ISSUED ID:	NO: <input type="checkbox"/> YES: <input type="checkbox"/> STATE: _____ NUMBER: _____			EXP. DATE: ____/____/____ (MM/DD/YYYY)
CITIZENSHIP:	CAN YOU PROVIDE PROOF OF YOUR LEGAL RIGHT TO WORK IN THE U.S.A.? YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
PREVIOUSLY EMPLOYED BY BI-MART?:	NO: <input type="checkbox"/> YES: <input type="checkbox"/> IF YES, WHAT LOCATION/DEPT.: _____ JOB TITLE: _____ NAME OF SUPERVISOR: _____ DATES EMPLOYED: _____			
RELATIVE/FRIENDS CURRENTLY EMPLOYED BY BI-MART?:	NO: <input type="checkbox"/> YES: <input type="checkbox"/> IF YES, NAME: _____ RELATIONSHIP: _____ LOCATION/DEPARTMENT: _____			

EDUCATION

SCHOOLS ATTENDED	CIRCLE HIGHEST GRADE COMPLETED	WHAT NAME(S) ARE RECORDS UNDER?	DIPLOMA OR GED YES (✓) NO (✓)	
HIGH SCHOOL ATTENDED:	9 10 11 12			
(City) _____ (State) _____				
COLLEGE/UNIVERSITY OR TECHNICAL/TRADE OR MILITARY <small>(Include City and State)</small>	WHAT NAME(S) ARE RECORDS UNDER?	DEGREE OR CREDITS RECEIVED	MAJOR(S)	

LIST ANY CURRENT LICENSES/CERTIFICATES/REGISTRATIONS: _____

Are you currently attending school? NO ☐ YES ☐ If YES, what hours / days are you 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
<div style="text-align: center;">/</div> <div style="display: flex; justify-content: space-between;"> <div>MO YR <small>(FROM)</small></div> <div>MO YR <small>(TO)</small></div> </div> <div style="margin-top: 5px;">TYPE OF BUSINESS?</div> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<div style="margin-bottom: 5px;">(Name) _____</div> <div style="margin-bottom: 5px;">(Street address) _____</div> <div style="display: flex; justify-content: space-between;"> (City) _____ (State) _____ (Zip) _____ </div>		

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
<div style="text-align: center;">/</div> <div style="display: flex; justify-content: space-between;"> <div>MO YR <small>(FROM)</small></div> <div>MO YR <small>(TO)</small></div> </div> <div style="margin-top: 5px;">TYPE OF BUSINESS?</div> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<div style="margin-bottom: 5px;">(Name) _____</div> <div style="margin-bottom: 5px;">(Street address) _____</div> <div style="display: flex; justify-content: space-between;"> (City) _____ (State) _____ (Zip) _____ </div>		

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"/>

WORK EXPERIENCE CONTINUED

#3

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

#4

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

#5

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

APPLICANTS MUST PROVIDE A COMPLETE RECORD OF ALL EMPLOYMENT IN THE LAST 15 YEARS.

- USE ADDITIONAL SHEETS IF NEEDED -

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:

Personal aptitudes/interests and technical/occupational skills (include level of proficiency)

Career aims/goals:

BACKGROUND

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

NO ☐ YES ☐ If yes, please explain: _____

***CONVICTIONS:** Have you ever been convicted by a criminal or military court of a felony or misdemeanor? This includes criminal traffic and criminal non-traffic offenses, as well as any conviction that has been dismissed pursuant to a civil compromise agreement or the successful completion of a diversion program.

NO ☐ YES ☐ If yes, please explain: _____

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

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, gender, 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 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 have read the Position Summary for the job I am applying for and have submitted a signed copy with this Application.
5. I understand that all applicants considered for employment are required to submit to and pass a pre-employment drug test.
6. 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.
7. I understand that an original signature on this Application and accompanying pages will be obtained at the time of a face-to-face interview.

(SIGNATURE OF APPLICANT)

DATE

EQUIPMENT OPERATOR

Position Overview

Promote a high degree of customer satisfaction within the company. Unload trailers, receive and place incoming freight in specified warehouse area, accounting for the quantity and condition. Fill orders by accurately picking merchandise from warehouse areas. Prepare merchandise for shipping and load into trailers.

- Reports to: Lead equipment operator, supervisor, assistant warehouse manager, and warehouse manager.
- Coordinates with: Lead equipment operator, supervisors, hostlers, drivers, and coworkers.

Essential Job Functions

- Respond to all questions and requests politely and promptly.
- Work as a team with lead equipment operators, supervisors, assistant warehouse manager, warehouse manager, hostlers, drivers, and coworkers to complete daily work assignments.
- Operate all equipment in a safe, efficient, and reasonable manner.
- Unload/load all company trucks and outside carrier trucks quickly and safely.
- Process orders and paperwork quickly, safely, and accurately.
- Ensure all incoming/outgoing freight is accurately received/picked and placed in its proper staging area.
- Keep the warehouse neat, clean, and orderly at all times.
- Perform all pre-shift inspections of equipment and report any problems or malfunctions of equipment to immediate supervisor.

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: Continuously while driving sit down forklift. 0% of the time while driving stand up forklift and other warehouse activities.
- Walking: Frequently in combination with standing.
- Worker Mobility: Workers can change positions frequently throughout work shift.

- Carry/Lift: Continuously and independently work with 0-75 pounds depending on product and materials being handled. Continuous carrying/lifting and handling of cased product. Lifting devices and assistance is available for moving greater than 75 lbs. Occasionally required to lift and/or carry in awkward positions while loading and unloading truck trailers.
- Pushing/Pulling: Occasionally and independently push/pull multiple case lots of product on pallet jacks and hand trucks while loading or unloading the truck trailers.
- Bending/Squatting: Continuously while moving freight, verifying merchandise counts, and disposing of cardboard in the prescribed manner.
- Reaching/Handling: Use of fingers/hands/arms continuously. Frequent overhead reaching needed for higher stocking, retrieving, loading, and unloading of truck trailers.
- Grasping/Squeezing: Continuously throughout work shift.
- Twisting: Frequently throughout work shift.
- Climbing: May occasionally climb ladders to reach higher areas. Frequently climbing on and off forklifts.
- Crawling: Occasionally while loading or unloading truck trailers.
- Hearing: Continuously throughout work shift.

Social Skill Requirements

- Positively interact with others.
- Effectively send and receive communication.

Aptitude Requirements

- Must qualify for “Forklift Operator” certification.
- Workers must be able to read and write legibly.
- Perform basic math functions.
- Must have the ability to analyze, reason, and make decisions.
- Must be able to learn and retain new skills.

Environmental Factors

- All work is performed in open warehouse or dock area.
- Continual exposure to outside elements.
- Possible exposure to chemicals and/or compounds throughout work shift.

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 Equipment Operator and that I understand the job requirements and essential job functions.

Signature: _____ Date: _____

Print Name: _____