

# BEI Employment Application

Pre-employment Questionnaire Equal Opportunity Employer

(If not hired within 30 days, you need to send company a written request to indicate your continuing availability and interest)

|  |                            |  |                      |                |                           |
|--|----------------------------|--|----------------------|----------------|---------------------------|
| <b>Personal Information</b>  |                            |  |                      |                | Last Name, First Initial: |
| Name (Last, First, MI)   |                            |  |                      |                |                           |
| Street address   |                            |  |                      |                |                           |
| City, State, Zip   |                            |  |                      |                |                           |
| Home phone number  |                            | Work phone number                          |                      |                |                           |
| Cell phone number  |                            | E-mail address                             |                      |                |                           |
| Social security number   |                            | Driver's license number/state/expiration   |                      |                |                           |
| <i>(if job involves any driving)</i>   |                            |  |                      |                |                           |
| <b>Employment Desired</b>  |                            |  |                      |                |                           |
| Position applied for   |                            |  |                      |                |                           |
| How did you hear about this position?  |                            |  |                      |                |                           |
| Date available for work  |                            | Desired hours (full time, part time, etc.) |                      |                |                           |
| <b>Education</b>   |                            |  |                      |                |                           |
|  | Name and Address of School | Course of Study                            | Total Years of Study | Degree/Diploma | Today's Date:             |
| High School  |                            |  |                      |                |                           |
| Undergraduate College  |                            |  |                      |                |                           |
| Graduate/Professional  |                            |  |                      |                |                           |
| Other (Specify)  |                            |  |                      |                |                           |
| List any seminars, classes or other education not listed above which may help qualify you for this position (if you need additional space, please use page 7): |                            |  |                      |                |                           |
| -----  |                            |  |                      |                |                           |
| -----  |                            |  |                      |                |                           |

# Employment Application

## Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer?  YES  NO

|    |   |                              |                 |               |                                 |
|----|---|------------------------------|-----------------|---------------|---------------------------------|
| 1. | Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No) |                              | Start Date      | End Date      | Job functions of final position |
|    | Address   |                              |                 |               | 1.                              |
|    | City, State, Zip  |                              | Starting Salary | Ending Salary | 2.                              |
|    | Phone number  |                              |                 |               | 3.                              |
|    | Cell number   | Supervisor(s)                |                 |               | 4.                              |
|    | Job position(s)   | E-mail address of supervisor |                 |               |                                 |
|    | Reason(s) for leaving   |                              |                 |               |                                 |
|    | What value did you add to this company or its customers?                    |                              |                 |               |                                 |
|    | -----   |                              |                 |               |                                 |
|    | -----   |                              |                 |               |                                 |
| 2. | Employer  |                              | Start Date      | End Date      | Job functions of final position |
|    | Address   |                              |                 |               | 1.                              |
|    | City, State, Zip  |                              | Starting Salary | Ending Salary | 2.                              |
|    | Phone number  |                              |                 |               | 3.                              |
|    | Cell Number   | Supervisor(s)                |                 |               | 4.                              |
|    | Job position(s)   | E-mail address of supervisor |                 |               |                                 |
|    | Reason(s) for leaving   |                              |                 |               |                                 |
|    | What value did you add to this company or its customers?                    |                              |                 |               |                                 |
|    | -----   |                              |                 |               |                                 |
|    | -----   |                              |                 |               |                                 |

# Employment Application

## Employment History

3.

|  |                              |               |                                 |
|--|------------------------------|---------------|---------------------------------|
| Employer   | Start Date                   | End Date      | Job functions of final position |
| Address  |                              |               | 1.                              |
| City, State, Zip   | Starting Salary              | Ending Salary | 2.                              |
| Phone number   |                              |               | 3.                              |
| Cell number  | Supervisor(s)                |               | 4.                              |
| Job position(s)  | E-mail address of supervisor |               |                                 |
| Reason(s) for leaving                                    |                              |               |                                 |
| What value did you add to this company or its customers? |                              |               |                                 |
| -----  |                              |               |                                 |
| -----  |                              |               |                                 |

4.

|  |                              |               |                                 |
|--|------------------------------|---------------|---------------------------------|
| Employer   | Start Date                   | End Date      | Job functions of final position |
| Address  |                              |               | 1.                              |
| City, State, Zip   | Starting Salary              | Ending Salary | 2.                              |
| Phone number   |                              |               | 3.                              |
| Cell number  | Supervisor(s)                |               | 4.                              |
| Job position(s)  | E-mail address of supervisor |               |                                 |
| Reason(s) for leaving                                    |                              |               |                                 |
| What value did you add to this company or its customers? |                              |               |                                 |
| -----  |                              |               |                                 |
| -----  |                              |               |                                 |

# Employment Application

## Employment History

|    |  |                              |                 |                                 |    |
|----|--|------------------------------|-----------------|---------------------------------|----|
| 5. | Employer   | Start Date                   | End Date        | Job functions of final position |    |
|    | Address  |                              |                 | 1.                              |    |
|    | City, State, Zip   |                              | Starting Salary | Ending Salary                   | 2. |
|    | Phone number   |                              |                 |                                 | 3. |
|    | Cell number  | Supervisor                   |                 | 4.                              |    |
|    | Job position(s)  | E-mail address of supervisor |                 |                                 |    |
|    | Reason(s) for leaving                                    |                              |                 |                                 |    |
|    | What value did you add to this company or its customers? |                              |                 |                                 |    |
|    | -----  |                              |                 |                                 |    |
|    | -----  |                              |                 |                                 |    |
| 6. | Employer   | Start Date                   | End Date        | Job functions of final position |    |
|    | Address  |                              |                 | 1.                              |    |
|    | City, State, Zip   |                              | Starting Salary | Ending Salary                   | 2. |
|    | Phone number   |                              |                 |                                 | 3. |
|    | Cell number  | Supervisor                   |                 | 4.                              |    |
|    | Job position(s)  | E-mail address of supervisor |                 |                                 |    |
|    | Reason(s) for leaving                                    |                              |                 |                                 |    |
|    | What value did you add to this company or its customers? |                              |                 |                                 |    |
|    | -----  |                              |                 |                                 |    |
|    | -----  |                              |                 |                                 |    |

# Employment Application

## Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

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List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

|       | Fluent | Good | Fair |
|-------|--------|------|------|
| Speak |        |      |      |
| Read  |        |      |      |
| Write |        |      |      |

Identify formal job training that relates to this position:

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Identify what skills or certification you possess related to this position:

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If you are hired, what value would you add to our company?:

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Describe what you believe are the most unique features of your work history:

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# Employment Application

## Additional Information

Have you ever been employed with this company before?  Yes  No  
If Yes, when? .....

Do you have any friends or relatives employed by this company?  Yes  No  
If Yes, please provide their names and relationship to you: .....

Are you currently employed?  Yes  No  
May we contact your employer?  Yes  No  
Are you currently on "lay off" status and subject to recall?  Yes  No

If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes  No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?  Yes  No

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?  Yes  No

If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for?  Yes  No  
If Yes, please explain: .....

If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"  Yes  No  N/A

If hired, do you have a reliable means of transportation to and from work?  Yes  No

If hired, would you be able to travel or work overtime as needed?  Yes  No

Have you ever been convicted of a felony or misdemeanor?  Yes  No  
If Yes, please explain: .....

**INSTRUCTIONS FOR ANSWERING APPLICATION QUESTION ABOUT BEING CONVICTED OF A CRIME**

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question. If you are applying for a position with our company in the following states, please read the following instructions before responding.

**ADR Policy**

Notice: Discrimination because of race, color, religion, national origin, sex, union or non-union status, is prohibited. You may notify the NLRB, EEOC, or state and local agencies if you believe you are a victim of such discrimination. This employer also has alternative dispute resolutions (ADR) procedures available. You may request ADR form NO. 2 for that policy and ADR form NO. 3 for the grievance form to file your complaint. Any complaint should be brought to the company’s attention within five calendar days.

**Employment Application**

**References**

List below three persons not related to you who have knowledge of your work performance within the last 5 years

|              |         |                                 |
|--------------|---------|---------------------------------|
| Name         |         | Occupation                      |
| Company name | Address |                                 |
| Telephone    | E-mail  | Relationship & years acquainted |
| <b> </b>     |         |                                 |
| Name         |         | Occupation                      |
| Company name | Address |                                 |
| Telephone    | E-mail  | Relationship & years acquainted |
| <b> </b>     |         |                                 |
| Name         |         | Occupation                      |
| Company name | Address |                                 |
| Telephone    | E-mail  | Relationship & years acquainted |

# Employment Application

*Please read each statement closely and initial each acknowledging your understanding*

## **Equal Employment Opportunity Statement**

\_\_\_\_\_ I hereby understand this company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

## **Discrimination and Sexual Harassment Policy Statement**

\_\_\_\_\_ I hereby understand this Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

## **Disclosure to Applicants Concerning Drug/Alcohol Testing**

\_\_\_\_\_ I hereby certify if I am offered a position with the Company, I may be given a drug/alcohol test as a condition of employment. My refusal to timely submit to a drug/alcohol test or my failure to pass such a test means I will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. During the testing I will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

## **Complete and Accurate Information**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.



# Employment Application

## At-Will Employment

I hereby certify I understand and agree that if I am employed, my employment will be “at-will”, which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company’s president.

## Testing Authorization

If offered a position with the Company, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment.

## Investigation Authorization

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

## Company Obligation

I understand and agree that the Company’s acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application.

Any misrepresentations of information given within my application fro employment, shall be considered an act of dishonesty and be grounds for my immediate dismissal or for rejection of my job application.

I hereby give Employer, the right to make a thorough investigation of my past employment, education, and activities, and I release from liability all persons, companies and their agents supplying that information. I release and will indemnify and save and hold harmless said Employer or its agents and representatives and employees, against any liability that might result from making any an investigation.

My signature below verifies that I have read the terms stated herein, that I understand these terms and agree to them, and that my application for employment was completed by me and all entries and information included therein are true and complete to the best of my knowledge.

I understand that Employer has promised it will consider all qualified job applicants without regard to Race, Color, Religion, National Origin, Sex, Age, Handicap, Disable Veterans from the Vietnam Era, membership or non-membership in any labor organization, or other protected status under the law. I understand that I have a right to bring any complaint to the FCC or state or local agencies and the company’s ADR procedures do not excuse my failure to do that on a timely basis.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM.

Signature

Social Security No.

Date

DISCLOSURE AND ACKNOWLEDGMENT

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

We may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, driving record, and/or mode of living and which can involve personal interviews with sources such as your current and past employers, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by PointHR Inc., PO Box 271500, Flower Mound, TX, 75027 866-661-1500. The scope of this notice and authorization is all-encompassing, however, allowing to us obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York & Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Employer by contacting PointHR directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and certify that I have read and this document. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by PointHR, another outside organization acting on behalf of our organization. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Minnesota and Oklahoma applicants or employees only:  Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW.  Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

The following is for identification purposes only to perform the background check and will not be used for any other purpose:

Printed Name: \_\_\_\_\_

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

Date of Birth (For Background Purposes Only) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Driver's License State of Issuance: \_\_\_\_\_

## Voluntary Self Identification Form (Applicant)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

### Voluntary Self-Identification of EEO Status

The Equal Employment Opportunity Commission (EEOC) requires organizations with 100 or more employees to complete an EEO-1 report each year. Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by Human Resources Department. Please return completed forms with your application of employment.

**GENDER:**  Male  Female

### RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

- Hispanic or Latino**  
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)**  
A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino)**  
A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)**  
A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian (Not Hispanic or Latino)**  
A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)**  
A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)**  
All persons who identify with more than one of the above five races.

## Voluntary Self Identification Form (Applicant)

### **APPLICANT VETS Self-ID:**

We are a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, [38 U.S.C. 4212](#) (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows and are hereafter referred to all together as “protected veterans”:

- A “disabled veteran” is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.
- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to [Executive Order 12985](#).

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERANS LISTED ABOVE
- I IDENTIFY AS A VETERAN, JUST NOT A PROTECTED VETERAN
- I AM NOT A VETERAN
- I DO NOT WISH TO SELF-IDENTIFY

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

## **Voluntary Self Identification Form (Applicant)**

We are an equal opportunity employer. We do not discriminate in hiring or employment against any individual on the basis of race, color, gender, national origin, ancestry, religion, physical or mental disability, age, veteran status, sexual orientation, gender identity or expression, marital status, pregnancy, citizenship, or any other factor protected by anti-discrimination laws.

## Voluntary Self Identification Form (Applicant)

### Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires \_\_\_\_\_

#### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>i</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

#### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral Palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple Sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or Partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

## Voluntary Self Identification Form (Applicant)

### Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires \_\_\_\_\_

### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in alternate format, using a sign language interpreter, or using specialized equipment.

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<sup>i</sup> Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp)

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