

Date Application was received: _____

Corporate Office 366 Garfield Ave Duluth, MN
 55802 Phone: 218-722-0205 Fax: 218-722-6598
 Email: applications@bendtec.com

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job-related disability or any other protected group status.

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS TO APPLICANT: Please print answers to all questions and sign in both places on the last page.

Date of Application: _____ Position(s) Applied for: _____ Office: _____ Shop: _____

Name: _____
Last First Middle

Current Address: _____
Street City State Zip Code

Home Phone: _____ Cell Phone: _____ How long at this address? _____
yr/mo

E-mail address: _____

Do you have the legal right to work in the United States? _____

Are you 18 years or older? Yes No (If not, you may be required to provide authorization to work)

Have you worked for this company before? Dates: From _____ to _____

How long has it been since leaving your last employment? _____

How did you hear about this company? Advertisement Friend Relative Other _____

Who referred you? _____ Date you would be available to begin work: _____

BendTec works three (3) shifts and weekends.

Are you available to work:

	1 st Shift	2 nd Shift	3 rd Shift
	Full time	Part Time	Temp.

Can you travel if a job requires it? Yes No Can you work weekends if need be? Yes No

Some production-related positions at BendTec include bending, walking, squatting, climbing, working on your feet, sitting, kneeling, lifting and carrying objects weighing up to 70 pounds, and wearing personal protective equipment (hearing, eye, foot, respirator, etc.; protection). Are you able to perform the above-listed activities with or without reasonable accommodation? Yes No

At BendTec, you may be asked to complete and pass a pre-employment drug test and, depending on the position, a pulmonary test. Would you be willing to do this? Yes No

EMPLOYMENT HISTORY RECORD

Start with your present or most recent job and work backwards in order. List complete mailing address, street number, city, state, and zip code and phone.

Current or Most Recent Employer: Name: _____

Address (St./City/State/Zip): _____

Position Held: _____ From (mo/yr): _____ To (mo/yr): _____

Are you presently employed: Yes No May we contact your current employer: Yes No

Supervisor: _____

Why do (did) you want to leave? _____

Duties & Responsibilities: _____

Equipment Experience: _____

Second Last Employer: Name: _____

Address (St./City/State/Zip): _____

Position Held: _____ From (mo/yr): _____ To (mo/yr): _____

Are you presently employed: Yes No May we contact your current employer: Yes No

Supervisor: _____

Why do (did) you want to leave? _____

Duties & Responsibilities: _____

Equipment Experience: _____

Third Last Employer: Name: _____

Address (St./City/State/Zip): _____

Position Held: _____ From (mo/yr): _____ To (mo/yr): _____

Are you presently employed: Yes No May we contact your current employer: Yes No

Supervisor: _____

Why do (did) you want to leave? _____

Duties & Responsibilities: _____

Equipment Experience: _____

Fourth Last Employer: Name: _____

Address (St./City/State/Zip): _____

Position Held: _____ From (mo/yr): _____ To (mo/yr): _____

Are you presently employed: Yes No May we contact your current employer: Yes No

Supervisor: _____

Why do (did) you want to leave? _____

Duties & Responsibilities: _____

Equipment Experience: _____

EDUCATION

Highest Grade Completed: _____

Did you receive your Diploma or GED Equivalent? Yes No

Last School Attended: Name: _____ City: _____ State: _____

Vocational/Technical/Community College: Yes No Did you graduate? Yes No

Courses studied: _____

Majors/Minors: _____

Highest level of math skills learned: _____

MILITARY STATUS: Have you served in the U.S. Armed Forces? Yes No Branch: _____

Honorable Discharge? Yes No Date discharged: _____

Describe any job-related training received in the United States Military: _____

List any special courses or training you have taken: _____

Indicate any foreign languages you can speak, read and or/write: _____

Indicate any special driver’s licenses or certifications you hold: _____

Describe any specialized training, apprenticeship, skills, vocational or extracurricular activities you may have that will help you in the job you are applying for:

List all Machinery you have operated: _____

List your hobbies or special interest: _____

State any additional information you feel may be helpful to us in considering your application:

Personal/Professional References:

Name: _____	Occupation: _____
Phone: _____	Best time to call: _____
Name: _____	Occupation: _____
Phone: _____	Best time to call: _____
Name: _____	Occupation: _____
Phone: _____	Best time to call: _____

TO BE READ AND SIGNED BY APPLICANT

This certifies that I completed this application, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature: _____ Date: _____

TO BE READ AND SIGNED BY APPLICANT

I authorize you to make such investigations and inquiries of my personal and employment history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools and other persons from all liability in responding to inquiries and releasing information in connection with my application. In the event of employment, I understand that false or misleading information given on my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company including holding a valid driver’s license if my position requires one.

I understand that information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted, for the purpose of investigating my attendance and performance history. I understand that I have the right to:

- Review information provided by previous employers;
- Have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer; and
- Have a rebuttal statement attached to the alleged erroneous information if the previous employer(s) and I cannot agree on the accuracy of the information.

Signature: _____ Date: _____

FOR COMPANY USE

PROCESS RECORD

Past Employers Contacted: (1) _____
 (2) _____
 (3) _____

Notes on Prospective Employee/References Checked: _____

Applicant Hired _____ Applicant Rejected _____

Date Employed _____ Location Employed _____

Signature of Person Doing Hiring: _____

Applicant Affirmative Action Program Self Identification Form

Required Information

Name: _____

Date of Application: _____

Position(s) for which you are applying: _____

Voluntary Information

BendTec, LLC complies with the government regulations for equal employment opportunity and affirmative action (EEO/AA). We must track our applicants by gender and race/ethnicity and the position they applied for. We are an organization that values diversity and encourages women and minorities to apply. For this reason, we invite you to indicate your gender and race/ethnicity below. This information is kept separate from your application.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Responses will remain confidential and will be used only for the necessary information to include in our Affirmative Action Program and reporting requirements to the EEOC and MN Department of Human Rights. When reported, data will not identify any specific individuals.

Gender Male Female

Race/Ethnic and Disability Identification

Check all that apply. Definitions of race/ethnicity are on the next page (as defined by the Equal Employment Opportunity Commission).

- Hispanic or Latino
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Asian
- American Indian or Alaska Native
- Person with disability
- I do not wish to disclose

Definitions of Race/Ethnic Categories

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Black or African American – A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Asian – A person having origins in any of the original peoples of East Asia, 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 – 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.