



## APPLICATION FOR EMPLOYMENT

**Please complete the entire application.**

**A resume or other additional information may also be attached.**

BBT is an Equal Opportunity/Affirmative Action Employer. We comply with all applicable Federal, State, and local laws concerning discrimination in employment. Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status. No question in this application is intended to elicit information in violation of any such law, nor will any information obtained be used in violation of any such law.

### PERSONAL DATA

Last Name:	First Name:	MI:	Telephone:
Street Address:	City:	State:	Zip:

Position Applied For:	How did you learn of this opening?
When can you start?	Desired Wage:

Are you authorized to work in the United States? Yes  No  *(Proof of current authorization will be required upon employment.)*

Are you looking for full-time employment? Yes  No  *If No, what hours are you available? \_\_\_\_\_*

Are you 18 years of age or older? Yes  No

Have you ever been employed by or filed an application with BBT or any of its subsidiaries?

Yes  No  *If Yes, please give date and location. \_\_\_\_\_*

Are you related to anyone working at BBT or any of its subsidiaries, or a member of the Board of Directors? Yes  No  *If Yes, please give name and relationship. \_\_\_\_\_*

May we conduct a detailed reference check? Yes  No  *If Yes, please indicate any employers you do not want us to contact and the reason. \_\_\_\_\_*

### EDUCATION

Last high school attended:	Location:	Diploma or equivalent received? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Beginning with the most recent, list all colleges, vocational, trade and military service schools attended.</b>		
1	School Name:	Location:
	Degree/Major/Course of Study:	
2	School Name:	Location:
	Degree/Major/Course of Study:	
3	School Name:	Location:
	Degree/Major/Course of Study:	

**REFERENCES** (non family)

Name	Telephone:
Name	Telephone:
Name	Telephone:

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

FLUENT

GOOD

FAIR

SPEAK

READ

WRITE

**EMPLOYMENT HISTORY** (most recent first)

Company Name:	Telephone:		
Address:	City:	State:	Zip:
Name of Supervisor:	Dates Employed – (Month and Year) From: _____ To: _____		
Job Title and Duties:	Weekly Pay Start: _____ Last: _____		
	Reason for leaving:		

Company Name:	Telephone:		
Address:	City:	State:	Zip:
Name of Supervisor:	Dates Employed – (Month and Year) From: _____ To: _____		
Job Title and Duties:	Weekly Pay Start: _____ Last: _____		
	Reason for leaving:		

Company Name:	Telephone:		
Address:	City:	State:	Zip:
Name of Supervisor:	Dates Employed – (Month and Year) From: _____ To: _____		
Job Title and Duties:	Weekly Pay Start: _____ Last: _____		
	Reason for leaving:		

List any other experience, skills, or qualifications that apply to this position, such as community or civic activities, leadership positions, machines and equipment you can operate, typing skills, software proficiencies, etc. You may attach a separate sheet if necessary. \_\_\_\_\_

**Please read and understand before signing your application:**

I certify that the information given by me in this application and in any interviews is true and complete in all respects, and understand any falsification or omission shall be sufficient cause for dismissal from or refusal of employment. I authorize BBT (the Company) to investigate my work experience, business activities, education, criminal background, driving record, credit history, general reputation, character, qualifications, and/or suitability for employment. I hereby release from all liability and responsibility the Company and all persons, institutions, employers, organizations, and/or agencies providing information pursuant to this authorization and investigation. If employed I agree to conform to the policies, rules, and regulations of the Company. I understand any offer of employment may be conditioned on the completion of a post-offer, pre-employment drug screen. If a drug screen is required, I consent to the release of my drug test results to the Company.

I agree that the Company may deduct from my paycheck any amounts necessary to reimburse BBT for the cost of any unreturned, broken or damaged equipment and any unpaid advances to my wages that are outstanding.

I understand that if I am employed, I may terminate my employment at any time without notice or cause, and the Company has the same right. I understand employment with the Company is not for a definite term or period of time and is terminable at-will. Nothing contained in this application creates a contract between the Company and myself for employment or any other benefit. No one other than the General Manager or President of the Board of Directors has authority to make assurances to the contrary, and then such assurances must be in writing and signed by the authorized person.

The company does not refer to applications previously submitted. You must re-apply each time there is an opening if you wish to be considered.

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

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