



BDT MECHANICAL, LLC
5513 14th Ave N • PO Box 2964
Fargo, North Dakota 58108
701-232-8891 • Fax 701-237-4711

EMPLOYMENT APPLICATION

Position applied for _____ Date of application ____/____/____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

E-Mail address _____

Telephone # (____) _____ Mobile/Other Phone # (____) _____

Are you over 18 years of age? [] Yes [] No

Have you ever filed an application with us before? [] Yes [] No If Yes, give date _____

Have you ever been employed with us before? [] Yes [] No If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? [] Yes [] No

Are you legally authorized to become employed in this country? [] Yes [] No

Proof of citizenship or immigration status will be required upon employment

Have you ever been convicted of a felony or other crime of dishonesty or breach of trust or damage to the person or property of others? [] Yes [] No

If yes give dates & explanation (conviction does not automatically exclude you from consideration for employment and you will be given the opportunity to explain any convictions.)

Do you have military experience (Do Not Include ROTC) [] Yes [] No Branch of Service _____

From: _____ To: _____ Occupational Specialization: _____

Special/Technical Training (show dates, names & addresses of schools) _____

Work Preference

Date available for work ____/____/____ Desired Salary Range \$ _____

Type of employment desired [] Full-time [] Part-time [] Temporary [] Seasonal

Will you travel if the job requires it? [] Yes [] No

Are you currently on "lay-off" status and subject to recall? [] Yes [] No

Will you work overtime (more than 40 hours in a week) if required? [] Yes [] No

Do you have a valid drivers license? [] Yes [] No

(please print clearly/use black or blue ink)

Education

High School	Circle grade completed	Did you graduate?	
Name: City/State:	9 10 11 12		
College/Technical School	# of years attended	Course of Study	Degree, diploma, or certificate received
Name: City/State:			
Name: City/State:			
Other job-related education, licenses, or			

Employment History

Provide the following information of your current and past employers, assignments or volunteer activities, starting with the most recent (use additional sheet if necessary). List all employment history for the past 10 years. Explain any gaps in employment in comments section.

EMPLOYER	TELEPHONE #	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS		RATE / SALARY		
JOB TITLE		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		RATE / SALARY		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		FINAL		
		\$	PER	
EMPLOYER	TELEPHONE #	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS		RATE / SALARY		
JOB TITLE		STARTING		
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REASON FOR LEAVING		RATE / SALARY		
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		\$	PER	
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IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		RATE / SALARY		
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		FINAL		
		\$	PER	



Affirmative Action Voluntary Information

COMPLETION OF THE INFORMATION BELOW IS VOLUNTARY

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any lawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations that may apply, we invite you to complete this applicant data survey. Providing this information is STRICTLY VOLUNTARY. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is not part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

PLEASE PRINT

Position (s) applied for _____

Referral Source

- Walk-in, Relative, Employee, Private Employment Agency, Job Service, Other

Applicant Information

Name _____ Telephone (____) _____

Address _____

- Male, Female

Please check one of the following Equal Employment Opportunity Identification Groups:

- White (not of Hispanic origin), Black (not of Hispanic origin), Hispanic, American Indian/Alaskan Native, Asian/Pacific Islander

Comments INCLUDE EXPLANATION OF ANY GAPS IN EMPLOYMENT

Skills and Qualifications

SUMMARIZE ANY SPECIAL SKILLS OR QUALIFICATIONS OR ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION.

References

List name and telephone number of three business/work references who are not related to you. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	NUMBER OF YEARS KNOWN
	()	
	()	
	()	

Applicant Statement

I certify that all the information I have provided in order to apply for and secure employment with BDT Mechanical, LLC is true, complete, and correct.

I understand that any information provided by me on this applications or in an interview that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application or cause my immediate discharge from BDT Mechanical, LLC.

I understand I am required to submit to a post-offer, pre-employment drug test and participate in BDT Mechanical, LLC drug free workplace program. I understand my employment is contingent upon the results of a drug screen for illegal drugs as defined by federal guidelines. A confirmed positive screen on a post-offer, pre-employment drug screen will result in my disqualification from employment.

I authorize and consent to my references, employers and/or employer representatives, public agencies, licensing authorities, and educational institutions and persons or organizations named in this application and/or accompanying resume to release any information to BDT Mechanical, LLC that may be required to make an employment decision.

I understand that this application remains current for 45 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and complete a new application. A new application must be completed for each job I wish to be considered for.

I understand my employment is not guaranteed for any term, and my employment may be terminated by BDT Mechanical, LLC myself at any time and for any reason. No manager, supervisor, or representative of BDT Mechanical, LLC is authorized to make an oral or written assurance or promise of continued employment.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____

Notice

- All applicants for employment must personally complete a company employment application. No facsimiles or photocopies of the application form will be accepted.
- Your application will be considered only for the position for which you apply:
 - You must complete the front page of the application if you have attached or submitted a resume.
 - You must sign and date on the back of the application.
 - Applications will be considered active for a period of 45 days only. After 45 days, applicants must complete a new application form for consideration for any openings.
 - All applications will be filed and maintained by BDT Mechanical, LLC for a period of one year from the date of the application, whether the applicant is hired or not. In no case, however, will applications be considered for openings after 45 days from the date of the application.
- All completed applications will be reviewed and considered for the position applied for. You will be contacted via letter or telephone regarding the outcome of the evaluation of your application. All applicants must be available for a personal interview by a company designated representative prior to hiring, if requested.
- BDT Mechanical, LLC will fill all positions on the basis of qualifications and experience. When candidates of equal experience and qualifications are being considered, the following preferences may be observed:
 - Former employees of BDT Mechanical, LLC with adequate work records may be given preference over applicants with no experience or with experience that is not recent.
 - Applicants with recent experience in the particular type of work applied for will be given preference over applicants with no experience or with experience that is not recent.
 - Occasionally, employees of BDT Mechanical refer family members or friends for employment with the company. BDT Mechanical, LLC may give preference in hiring to such referrals, provided that the applicant referred meets the experience and skill requirements for the position sought.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

BDT Mechanical, LLC follows a policy of equal employment opportunity in hiring and employment. BDT Mechanical, LLC will not discriminate based on age, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status, religion, veteran status, union membership, status with regard to public assistance, participation in lawful activities off the employer's premises during non-working hours which does not directly conflict with the essential business interests of BDT Mechanical, LLC or any other classification protected by state or federal laws.

PRE-EMPLOYMENT EXAMINATIONS

BDT Mechanical, LLC requires all applicants and re-hires of regular full time or part time employment to submit to a drug test post offer.

SMOKING

We ask that you smoke only in designated areas. Further, the Company specifically reserves the right to restrict smoking altogether in designated areas, designated job sites, and company vehicles. In accordance with N.D.C.C. 23-12-9 to 23-12-11 smoking, including the use of e-cigarettes, is prohibited by law indoors & within 20 feet of entrances.