



Corporate Office/Human Resources
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 Bloomington, MN 55437
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ABE Fairmont
 1214 Road G
 Fairmont, NE 68354
 P: (402) 268-7900 F: (402) 268-7980
 TF: (877) 651-1166

ABE South Dakota
 38469 133rd Street
 Aberdeen, SD 57401
 P: (605) 225-0520 F: (605) 229-5744
 TF: (800) 774-6537

ABE South Dakota
 694 West Park Ave NW
 Huron, SD 57350
 P: (605) 352-3561 F: (605) 352-3576
 TF: (866) 461-8042

APPLICATION FOR EMPLOYMENT

Advanced BioEnergy is an equal opportunity employer and does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, sexual orientation, disability, status with regard to public assistance, or any other protected classification. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative from the Human Resource Department. Please print and complete all questions. Attach additional information if space provided is not sufficient.

◆ GENERAL INFORMATION

Legal Name _____ **Date** ____/____/____
Last First Middle Initial

Previous Name(s) and Date changed: _____

Address _____ **Phone** () _____
Street City State Zip Code Mobile () _____

Referral Source: Advertisement Employee - Name _____ **Email:** _____
 Walk-in Other _____

Position(s) applying for _____

Location: _____

What type of employment is desired? Full-time Part-time

What date would you be available for work? ____/____/____

Have you been employed or applied here before? Yes No

If yes when? ____/____/____

Days/hours available to work
 Mon _____ Tue _____ Wed _____ Thurs _____
 Fri _____ Sat _____ Sun _____

For Plant Applicants: **Can you work nights?** Yes No

Can you work 12 hour rotating shifts? Yes No

Do you have a relative employed here? Yes No If yes, name _____

If hired, can you furnish proof that you are eligible to work in the U.S.? Yes No

Are you 18 years or older? Yes No (If you are hired, you may be required to submit proof of age.)

Are you now or do you expect to be engaged in any other business or employment? Yes No If "Yes", please explain.

Have you ever been convicted of, or plead "No Contest" to a crime (including misdemeanor, felony, plea or conviction, date)? Yes No

If yes, please explain: _____

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

◆ EDUCATIONAL BACKGROUND

Name and City/State	Years Completed	Did you Graduate	Course of Study
High School			
2yr/4 yr College		Degree Received	

◆ EMPLOYMENT HISTORY

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Please provide history for your past four (4) employers and, at a minimum of ten (10) years previously. Explain any gaps in employment in the comments section below. **Please do not write 'see resume.'**

W2s may be required to verify salary info

Most Recent Employer	Telephone	Dates Employed		Starting Rate/Salary
		From	/ /	
		To	/ /	
Address				Final Rate/Salary
Starting Job Title/Final Job Title		Supervisor Name/Title		
Summarize Type of Work				
Reason for leaving				
Next Recent Employer	Telephone	Dates Employed		Starting Rate/Salary
		From	/ /	
		To	/ /	
Address				Final Rate/Salary
Starting Job Title/Final Job Title		Supervisor Name/Title		
Summarize Type of Work				
Reason for leaving				
Employer	Telephone	Dates Employed		Starting Rate/Salary
		From	/ /	
		To	/ /	
Address				Final Rate/Salary
Starting Job Title/Final Job Title		Supervisor Name/Title		
Summarize Type of Work				
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Employer	Telephone	Dates Employed		Starting Rate/Salary
		From	/ /	
		To	/ /	
Address				Final Rate/Salary
Starting Job Title/Final Job Title		Supervisor Name/Title		
Summarize Type of Work				
Reason for leaving				

Comments

◆ **REFERENCES** - PLEASE LIST EMPLOYMENT REFERENCES WHO ARE NOT RELATED TO YOU. WE REQUEST 2 SUPERVISOR REFERENCES. PERSONAL REFERENCES ARE NOT NEEDED.

Name	Telephone	Years Known	Relationship

◆ **ADDITIONAL INFORMATION**

Please list any additional knowledge, skills or experience that you have not noted in other parts of the application, but which you feel would help you in this position.

◆ **IMPORTANT** - PLEASE READ AND SIGN BELOW

◆ I certify that the answers given herein, as well as all information provided to the company, are true and complete to the best of my knowledge. I understand that if I am employed, any misrepresentation or material omission made by me on this application, appendix, resume or during the interview will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

◆ I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information. I understand that any employment offer I may receive will be conditional upon satisfactory results of a background check.

◆ The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

◆ This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

◆ If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurance to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

◆ I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by ADA.

◆ I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant

Date

PLANT APPLICANTS

Some positions in the plant may require the following. Would you be able to perform these duties in a reasonable and safe manner?

- Lifting objects between 25-50 lbs. daily Yes No
- Lifting 50 lbs occasionally Yes No
- Stand up for four continuous hours Yes No
- Operate power equipment daily Yes No

If you answered "no" to any of the above questions, what accommodations would you need to perform the duties in a reasonable and safe manner?

ADMINISTRATIVE/ (PLANT) OFFICE APPLICANTS

Administrative/office positions may require that you have some or all of the following skills:

- ✓ 1 check for basic knowledge ✓✓ 2 checks for experience

- Microsoft Word Adobe Acrobat
- Microsoft Excel Microsoft Outlook

Please list any other specific programs you have had experience with:

Some administrative/office positions may require the following. Would you be able to perform these duties in a reasonable and safe manner?

- Can you sit for long periods of time (3-5 hours) if necessary? Yes No
- Can you type or perform word processing for 2-3 hours at a time? Yes No
- Can you look at a computer screen for 2-3 hours at a time? Yes No

If you answered "no" to any of the above questions, what accommodations would you need to perform the duties in a reasonable and safe manner?

Advanced BioEnergy's facilities are smoke and tobacco free.