



Corporate Office/Human Resources  
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 Bloomington, MN 55437  
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 TF: (866) 794-5424

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

ABE South Dakota  
 694 Westpark 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 for 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** **For Plant Applicants: Can you work nights?**  Yes  No  
 Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_  
 Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_ **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.

### ◆ 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

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◆ **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.

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◆ **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 offer of employment I may receive will be conditional upon satisfactory results of a drug screen and 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 my employment will be at will, which means that neither I nor the Company is bound to continue the employment relationship, and that either I or the Company may end the relationships at any time for any reason without notice. I also understand that any arrangement altering the at-will status of my employment must be in writing and signed by the President of the Company.
- ◆ 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

◆ **APPENDIX** - PLEASE COMPLETE ONLY IF APPLYING FOR THE ONE OF THE FOLLOWING POSITIONS

**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

Would you be able to perform the essential job duties with or without a reasonable accommodation?

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**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  Microsoft Excel  Microsoft Outlook

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

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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

Would you be able to perform the essential job duties with or without a reasonable accommodation?

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*Advanced BioEnergy's facilities are smoke and tobacco free.*