

APPLICATION FOR EMPLOYMENT

(pre-employment questionnaire) (an equal opportunity employer)

BDG International, Inc.

(WORLD HEADQUARTERS)

840 Tollgate Road, Elgin, Illinois 60123 USA

E mail: jobs@bdginternational.com, Toll free: 800-327-6392

Please answer ALL of the following questions. Accurate past employment information is important. Mail or e mail your application to the above address / e mail address. You may submit your resume' or cover letter with your application. BDG ref: application001

Name: _____ Social Security #: _____
Last First Middle

Present address: _____
Street City State Zip Code

Communications: E mail: _____ Home Phone: _____

Do you own a dependable car? _____ Do you have a valid drivers license? _____
Are you 18 years of age? _____ Have you been convicted of a felony? _____

Are you prevented from lawfully becoming employed in the USA due to VISA or Immigration status? Yes _____ No _____

Position you are applying for? _____ Salary desired? _____

Are you employed now? Yes _____ No _____ Can BDG contact your current employer? _____

What has prompted your application with BDG? _____
(Example: Newspaper, College, Friend, Agency, other?)

EDUCATION

Name / City, State, Country: _____ Did you graduate / year / degree? Major: _____

High School: _____
College or University: _____

Industry related study / licenses / courses completed: _____

Industry related: (Indicate those that apply to your abilities and those which you are proficient in.)

L/C work: _____ DG: _____ Entry writing: _____ Breakbulk: _____ Air: _____ Ocean: _____ Import: _____

Typing speed? _____ WPM General information you wish to provide: _____

Languages (fluent)? Spoken _____ Written _____

Spoken _____ Written _____

(Languages are useful in our business. If you feel a second or third language will be of benefit to BDG, please feel free to list them above.)

FORMER EMPLOYERS

(List below your last three employers, starting with the last one first. Information will be verified.)

Name / address of present or last employer: _____

Starting date: _____ Leaving date: _____

Starting income: _____ Final, ending income: _____
Hourly, weekly, or annual income: (Indicate whichever applies to how you are paid.)

Job title: _____ May we contact this employer: _____

Name and tile of supervisor: _____ Phone #: _____

Description of work? _____

Reason for leaving? _____

Name / address of present or last employer: _____

Starting date: _____ Leaving date: _____

Starting income: _____ Final, ending income: _____
Hourly, weekly, or annual income: (Indicate whichever applies to how you are paid.)

Job title: _____ May we contact this employer: _____

Name and tile of supervisor: _____ Phone #: _____

Description of work? _____

Reason for leaving? _____

Name / address of present or last employer: _____

Starting date: _____ Leaving date: _____

Starting income: _____ Final, ending income: _____
Hourly, weekly, or annual income: (Indicate whichever applies to how you are paid.)

Job title: _____ May we contact this employer: _____

Name and tile of supervisor: _____ Phone #: _____

Description of work? _____

Reason for leaving? _____

APPLICATION LETTER

EFFECTIVE DATE: December 3, 1998

Form# 5

Please read the following directions before completing this application

1. Complete the application as thoroughly as possible.
2. Under the section titled "EMPLOYMENT DESIRED", we would like to have you name the position for which you're applying with BDG.

Salary Desired: this question **must be answered** with a monetary figure. The answer may be an annual figure, monthly, weekly or hourly. Please specify which is applicable. If the question is not answered clearly, the interview will not go beyond this point. We expect you to put down the figure you desire.

3. General: answer these questions even if they are covered in your resume.
4. Former Employers: answer all questions and be specific. Do not leave out any employer. We need the last three in consecutive order, starting with the most current.
5. **References: although the application does not request a telephone number, we will need a number to make contact.**
6. Please sign and date this application. If any other areas are specifically checked to be answered, we will ask you to answer accordingly.
7. If you participate in any form of illegal drug activity we wish to inform you that tests are given for such use. In addition, we are licensed U.S. Custom Brokers, and your finger prints may be required by the FBI Department of Investigation. If the FBI does not approve your application you will be terminated. any past Felony Conviction(s) will warrant your immediate termination.

Thank you for your cooperation.

**INTERVIEW AGREEMENT
on WRITTEN vs. VERBAL STATEMENTS**

EFFECTIVE DATE: 01/14/98

Form# 6

Dear Applicant,

The personnel of BDG always do their best to properly represent the position you may be interested in obtaining. We have most of our important benefits outlined in written form. In many cases specific job titles have specific job descriptions. Clerical positions may be very general and are in many cases considered the first step to more complex functions and responsibilities. Therefore, clerical positions may not have a written description.

The purpose of this letter/agreement is to clearly explain that verbal conversation is not binding when it comes to job functions and BDG benefits. The benefits for BDG are in written form and may be requested at anytime once both parties have expressed an interest in a potential position. Verbal errors, omissions or lack of explanation are not to be taken as intentional errors or misleading statement. All agreements will be reduced to written form. Anything that is not written should not be considered binding.

As a general statement, we wish to say that BDG International, Inc. is a very responsible employer and has taken this step to reduce and form of misunderstanding. We ask that you complete the bottom of this form and sign it before an interview is conducted or before being employed by BDG International, Inc. Your cooperation is appreciated.

Please Print Your Full Name: _____

Home Street Address: _____

City: _____ State _____

Zip Code: _____

Home Telephone: (_____) _____

Position You Are Applying For: _____

The undersigned has read and understands the above paragraphs, which reference BDG's policy on verbal and written communications. It is understood that written communications supersedes all verbal communications for benefits, income, job descriptions and salary/wage increases.

Your Signature: _____

Date: _____