



91246 390<sup>th</sup> Avenue  
 Heron Lake, MN 56137-0198

Phone: 507.793.0077  
 Fax: 507.793.0078  
 Toll Free: 888.385.3835

**APPLICATION FOR EMPLOYMENT**

Heron Lake BioEnergy is an equal opportunity employer. Specifically, all employment decisions are made without regard to an individual's race, color, religion, creed, sex, national origin, ancestry, age, marital status, citizenship, veteran or military status, disability status of qualified individuals, sexual orientation or other protected factors under applicable law. Consistent with this policy, reasonable accommodations in the application process for individuals with disabilities are available upon request. Applicants will not be penalized for requesting such accommodations.

|   |               |                |                              |                             |
|---|---------------|----------------|------------------------------|-----------------------------|
| NAME (FIRST, MIDDLE, LAST)  |               |                | DATE                         |                             |
| IS THE NAME ABOVE YOUR LEGAL NAME? IF NOT, PLEASE GIVE LEGAL NAME   |               |                |                              |                             |
| ADDRESS   |               | CITY           | STATE                        | ZIP                         |
| DAYTIME PHONE   | EVENING PHONE | MOBILE PHONE   |                              |                             |
| POSITION DESIRED  |               | SALARY DESIRED | AVAILABLE START DATE         |                             |
| Name of agency, person, publication, or other entity referring you.   |               |                |                              |                             |
| Have you previously applied for a position with Heron Lake BioEnergy?   |               |                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please identify the position(s), location(s), interviewer(s), and the approximate date(s) of your application |               |                |                              |                             |
| POSITION  | LOCATION      | DATE           | INTERVIEWER                  |                             |
|   |               |                |                              |                             |
|   |               |                |                              |                             |

**GENERAL INFORMATION**

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Are you legally authorized to work in the United States regarding the positions for which you are applying?<br>If you answer no, please explain:  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been convicted of a felony? You may exclude referral to sealed or expunged records. (Conviction is not an automatic bar to employment. All circumstances will be considered.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, describe in full, including date(s). Use additional pages if necessary.   |                              |                             |

## EDUCATION

|   | NAME AND ADDRESS  | NUMBER OF YEARS COMPLETED | DEGREE/DIPLOMA |
|---|---|---------------------------|----------------|
| HIGH SCHOOL/<br>GED                         |   |                           |                |
| COLLEGE/<br>UNIVERSITY                      |   |                           |                |
| ADVANCED<br>DEGREE                          |   |                           |                |
| TECHNICAL OR<br>OTHER<br>BUSINESS<br>SCHOOL |   |                           |                |
| PROFESSIONAL<br>CREDENTIALS                 | ORGANIZATIONS, LICENSES, CERTIFICATIONS, CERTIFICATES (You may exclude organizations that indicate a protected class) |                           |                |
|   |   |                           |                |
|   |   |                           |                |

## EMPLOYMENT HISTORY

List below all present and past employment, starting with your most recent employer. Please attach additional pages as necessary. Do not make reference to a separate resume or CV.

|   |   |              |                    |              |
|---|---|--------------|--------------------|--------------|
| DATES OF EMPLOYMENT                         | FROM  | TO           |                    |              |
| NAME OF EMPLOYER                            | ADDRESS   |              |                    |              |
| SUPERVISOR'S NAME                           |   |              | PHONE #            |              |
| POSITION                                    | MAJOR RESPONSIBILITIES  |              |                    |              |
| SALARY AND OTHER<br>COMPENSATION            | <b>BASE</b>   | <b>BONUS</b> | <b>COMMISSIONS</b> | <b>OTHER</b> |
| STARTING                                    | \$  | \$           | \$                 | \$           |
| ENDING                                      | \$  | \$           | \$                 | \$           |
| REASONS FOR<br>LEAVING                      |   |              |                    |              |
| MAY WE CONTACT<br>YOUR CURRENT<br>EMPLOYER? | <input type="checkbox"/> Yes <input type="checkbox"/> No   Comments |              |                    |              |

|                                  |                        |              |                    |              |
|----------------------------------|------------------------|--------------|--------------------|--------------|
| DATES OF EMPLOYMENT              | FROM                   | TO           |                    |              |
| NAME OF EMPLOYER                 | ADDRESS                |              |                    |              |
| SUPERVISOR'S NAME                |                        |              | PHONE #            |              |
| POSITION                         | MAJOR RESPONSIBILITIES |              |                    |              |
| SALARY AND OTHER<br>COMPENSATION | <b>BASE</b>            | <b>BONUS</b> | <b>COMMISSIONS</b> | <b>OTHER</b> |
| STARTING                         | \$                     | \$           | \$                 | \$           |
| ENDING                           | \$                     | \$           | \$                 | \$           |
| REASONS FOR<br>LEAVING           |                        |              |                    |              |

|                               |         |                        |             |       |
|-------------------------------|---------|------------------------|-------------|-------|
| DATES OF EMPLOYMENT           | FROM    |                        | TO          |       |
| NAME OF EMPLOYER              | ADDRESS |                        |             |       |
| SUPERVISOR'S NAME             |         |                        | PHONE #     |       |
| POSITION                      |         | MAJOR RESPONSIBILITIES |             |       |
| SALARY AND OTHER COMPENSATION | BASE    | BONUS                  | COMMISSIONS | OTHER |
| STARTING                      | \$      | \$                     | \$          | \$    |
| ENDING                        | \$      | \$                     | \$          | \$    |
| REASONS FOR LEAVING           |         |                        |             |       |

|                               |         |                        |             |       |
|-------------------------------|---------|------------------------|-------------|-------|
| DATES OF EMPLOYMENT           | FROM    |                        | TO          |       |
| NAME OF EMPLOYER              | ADDRESS |                        |             |       |
| SUPERVISOR'S NAME             |         |                        | PHONE #     |       |
| POSITION                      |         | MAJOR RESPONSIBILITIES |             |       |
| SALARY AND OTHER COMPENSATION | BASE    | BONUS                  | COMMISSIONS | OTHER |
| STARTING                      | \$      | \$                     | \$          | \$    |
| ENDING                        | \$      | \$                     | \$          | \$    |
| REASONS FOR LEAVING           |         |                        |             |       |

|                               |         |                        |             |       |
|-------------------------------|---------|------------------------|-------------|-------|
| DATES OF EMPLOYMENT           | FROM    |                        | TO          |       |
| NAME OF EMPLOYER              | ADDRESS |                        |             |       |
| SUPERVISOR'S NAME             |         |                        | PHONE #     |       |
| POSITION                      |         | MAJOR RESPONSIBILITIES |             |       |
| SALARY AND OTHER COMPENSATION | BASE    | BONUS                  | COMMISSIONS | OTHER |
| STARTING                      | \$      | \$                     | \$          | \$    |
| ENDING                        | \$      | \$                     | \$          | \$    |
| REASONS FOR LEAVING           |         |                        |             |       |

**PROFESSIONAL REFERENCES (OPTIONAL)**

|      |                     |                         |
|------|---------------------|-------------------------|
| NAME | OCCUPATION<br>PHONE | ORGANIZATION<br>ADDRESS |
| NAME | OCCUPATION<br>PHONE | ORGANIZATION<br>ADDRESS |
| NAME | OCCUPATION<br>PHONE | ORGANIZATION<br>ADDRESS |

## OTHER TRAINING AND EXPERIENCE

Please use this space to describe any additional training, skills or experiences that are relevant to the position(s) you seek. Attach additional pages as necessary.

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PLEASE REVIEW THIS APPLICATION FOR COMPLETENESS. THE APPLICATION MAY NOT BE PROCESSED IF ITEMS ARE LEFT BLANK.

*I certify that all of the answers given and the information provided by me in this application are true and complete, and understand that any misrepresentation or omission may result in denial of employment or in discharge from employment at any time. During the application process and the period of my employment, I authorize HLBE to conduct investigations regarding my personal and employment history, including contacting anyone it deems appropriate to discuss my background, past performance, and suitability for employment. Further, I hereby authorize my former employers, schools, and any other individual or organization to provide such information, and I hereby release and discharge each of the above, including HLBE, from any liability associated with such inquiries. I understand that if employed, I will be required to provide proof that I have a legal right to work in the United States.*

*HLBC has adopted a Drug-Free Workplace Policy. As a job applicant you are subject to testing under the policy and may be asked to provide a urine specimen after you have received a conditional offer of employment. You may legally refuse to undergo a drug or alcohol test. If you refuse, HLBC's conditional offer of employment may be withdrawn. If you undergo an initial screening test with a positive result, a confirmatory test verifying that result must be performed.*

*You have the right to explain a confirmatory test's positive result within three working days after receiving notice. You have the right to request and pay for a confirmatory retest of the original sample within five working days after receiving notice. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the confirmatory test may be taken against you. A job applicant who receives a positive test result, fails or refuses a confirmatory test, does not request in writing a confirmatory retest within five working days after notice may be refused employment and will be notified of the reason for such refusal. Except as otherwise noted, the job applicant has no additional right of appeal with HLBC.*

*The full Drug-Free Workplace Policy is available for review at Heron Lake BioEnergy, LLC, 91246 390<sup>th</sup> Avenue, Heron Lake, Minnesota 55137, during regular business hours. A job applicant receiving a conditional offer of employment will be given a full policy at least one day prior to testing.*

*If I am accepted for employment, I understand and agree that such employment is entirely at will, for no specified term and may be terminated at any time with or without notice for any or no reason, not prohibited by law, by me or by HLBE. I further understand and agree that my "at will" employment status cannot be modified in any respect except in a written document executed by an authorized officer of HLBE. I understand that, if I am employed by HLBE, HLBE retains the right to search and inspect any of its property. I will return all of HLBE's property immediately upon any termination of my employment.*

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APPLICANT'S SIGNATURE

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DATE