



## Employment Application

The Bell Group is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**Complete even if accompanied by a resume. Please Print.**

Position(s) applied for \_\_\_\_\_ How did you hear about us?  Walk In  Call In  
 Advertisement (Code) \_\_\_\_\_  Employment Agency (Name) \_\_\_\_\_  
 Friend or Relative (Name) \_\_\_\_\_  Other \_\_\_\_\_

**PERSONAL**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Date \_\_\_\_\_ Home Telephone \_\_\_\_\_ Business Telephone \_\_\_\_\_

**EDUCATION**

School	Name and Location	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
High School					
Business/Trade					
College					
Graduate					

**SPECIALIZED SKILLS**

**Please check skills and equipment operated**

- PC  Typing: \_\_\_\_\_ WPM  Calculator  Scales  Forklift
- Microsoft Word  Microsoft Excel  Microsoft Access  Microsoft Project  Internet
- Great Plains Software  Contact Management Programs  Hazardous Materials Handling
- Production/Mobile Machinery (List) \_\_\_\_\_
- Other (List) \_\_\_\_\_

**Describe any skills and/or training received relevant to the position for which you are applying:**

\_\_\_\_\_  
 \_\_\_\_\_

**Membership in professional or civic organizations (exclude those which may disclose your race, color, religion or national origin):**

\_\_\_\_\_  
 \_\_\_\_\_

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

EMPLOYER	Employer	Date Employed From	Date Employed To
	Address	Telephone	May we contact employer?
	Job Title	Salary Starting	Salary Final
	Work Performed		
	Reason for leaving/reason for looking for another job		
	What you like(d) most about your job		
	What you liked least about your job		

EMPLOYER	Employer	Date Employed From	Date Employed To
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Have you ever applied for employment with us?  No  Yes If yes, give date \_\_\_\_\_

Have you been employed with us before?  No  Yes If yes, give dates \_\_\_\_\_

Will you work overtime if asked?  No  Yes

Are you legally eligible for employment in the US?  No  Yes

Are you available to work:  Full Time  Part Time  Temporary

When will you be available to begin work? \_\_\_\_\_ Pay expected \_\_\_\_\_

Have you been convicted of a felony within the last seven years? (Conviction will not necessarily disqualify an applicant from employment).  No  Yes If yes, please explain: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work?  No  Yes

# Pre-Employment Hiring Practices

The following steps must be understood by all applicants:

1. Upon submission of your application, you will be considered for the position(s) being offered.
2. Based upon your application information and taking into consideration the pre-employment testing results, you may be called in for an interview and consequently considered for employment.
3. If you are interviewed and consequently considered for employment, you will be required to complete a drug test.

Due to the large number of applications we receive each week, we regret that we are unable to inform each applicant of the status of their application. We will contact you by telephone or mail within 7–10 days. We ask, therefore, that you do not call us regarding the status of your application.

## Conditions of Employment

### Search Policy

In order to ensure the safety of Associates and to protect its assets, The Bell Group reserves the right to search for drugs or alcohol on company property or within any Bell Group work environment.

### Information Accuracy

I acknowledge that the information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my termination. I understand, also, that I am required to abide by all rules and regulations of The Bell Group.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. I understand that employment at The Bell Group is at will.

### Acknowledgement

Your signature on this application serves to acknowledge your understanding of above-mentioned pre-employment hiring practices and conditions of employment.

***Failure to sign will disqualify you for employment consideration.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please complete, sign and date the back of this form.***

# Applicant Data Record

Applicants are considered for all positions, and associates are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As employers, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a **Confidential File** separate from the Application for Employment.

Last Name	First	Middle Initial	Area Code	Phone
Mailing Address		City	State	Zip

# Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

**Sex:**  Male  Female

**Race/Ethnic Group:**  White  Black  Hispanic  American Indian/Alaskan Native  
 Asian/Pacific Islander  Other \_\_\_\_\_

**Check if any are applicable:**  Vietnam Era Veteran  Disabled Veteran  Handicapped Individual

**Please read and initial each paragraph below**

**(if there is any part of this page you do not understand, please ask The Bell Group representative about it before signing).**

Initial

I hereby authorize The Bell Group to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the company any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release The Bell Group, my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initial

I understand that if offered employment, the offer may be contingent on my passing a pre-employment alcohol and drug screen and a pre-employment physical. By signing this application, I voluntarily agree to submit to a pre-employment alcohol/drug screen and pre-employment physical upon request. I understand that failure to pass the alcohol/drug screen and/or physical will result in withdrawal of the employment offer.

Initial

If hired, I also agree to submit to alcohol or drug testing as a condition of employment. I agree that The Bell Group may conduct alcohol or drug screening at its sole discretion with or without notice. I also understand that refusal to submit to an alcohol/drug screen will be considered a voluntary resignation of employment.

Initial

I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and The Bell Group. In addition, I understand and agree that if I am employed, my employment relationship with The Bell Group is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or The Bell Group, and that no promises or representations contrary to the forgoing are binding on The Bell Group unless made in writing and signed jointly by the President/CEO and myself.

Initial

I understand and agree that any future changes in my title, duties, compensation, working conditions, and/or The Bell Group benefits, policies and procedures will not alter our at-will and arbitration agreements.

Initial

I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

Initial

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid New Mexico driver's license and understand that I will be required to provide a copy of my official driving record and proof of insurance. I also understand that any offer of employment is contingent on my ability to be covered by The Bell Group auto insurance, if required for my position.

Initial

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document.

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Applicant's Signature

Date

Dear Applicant,

Thank you for your interest in a position at The Bell Group. We welcome your application.

**The Bell Group—  
Rio Grande  
Sonic-Mill  
Neutec**

- We are a leading supplier to the worldwide jewelry industry and one of New Mexico's largest, privately-held companies.
- We have a team-based structure and practice participative management in an atmosphere of caring, trust and mutual respect.
- We take great care to evaluate each applicant for the competencies necessary to be a successful partner in our business.
- We believe that associates perform best in jobs they really like, and where they have opportunities for personal and professional growth.

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**Employment  
Opportunities**

- We employ several hundred associates in a variety of positions including:
  - *Manufacturing*—engineering fabrication, machining, testing, assembly
  - *Marketing*—research, catalog & advertising design/layout/production/writing, photography
  - *Merchandising*—product selection, purchasing, receiving, stocking, inventory control
  - *Sales*—counter, outside, telesales, technical support, customer service
  - *Order Fulfillment*—pulling, packaging, shipping
  - *Other Functions*—coaching, training, reception, facility maintenance, information systems, transportation
  - *Financial*—accounting/auditing
- Our current openings are listed in a book available at the reception desk.

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**Benefits**

- We offer a wide range of benefits, including:
- Excellent health coverage for associates and dependent children. The coverage includes prescription drugs, dental and vision plans. There is a modest charge for your spouse if he or she is not a Rio Grande associate.
  - Paid leave, including holidays, vacation, and personal time
  - 401(k) plans
  - Education reimbursement
  - Credit union membership, product discounts, and a smoke-free/drug-free work environment.

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**Application  
Process**

- Please complete all sections of our application and enclosed forms.
- If you have a resume, please attach it to your completed application form.

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**Assessment**

- To help us identify matches between your interests/abilities and our business needs and potential openings, we ask that you complete an assessment as part of our application process.
- The assessment consists of four sections: Problem-Solving/Critical Thinking Skills, Honesty/Integrity, Vocational Placement Indicators and Number Perception.
- The assessment is given daily between 8:30 A.M. and 3:00 P.M.
- The average time required for completion is two hours.
- Please advise our Reception Team whether you prefer to take the assessment now or at a later time.

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**Questions?**

- A member of our Reception Team would be happy to assist if you have any questions regarding our application/assessment process.

# Federal Fair Credit Reporting Act Consumer Report Disclosure (Employment)

## DISCLOSURE

In considering whether to make you an offer of employment, whether to continue your current employment, or in order to make other employment decisions, **THE BELL GROUP** may wish to obtain and use a Consumer Report about you from a Consumer Reporting Agency. Under the terms of the Federal Fair Credit Reporting Act, you are defined as a Consumer because of your status as a potential or current Company employee.

Consumer Reporting Agencies are businesses that gather and sell information about you—such as where you work or live, if you pay your bills on time, and whether you've been sued, arrested or filed for bankruptcy—to creditors, employers and other businesses.

A Consumer Report is any written, oral, or other communication of any information by a Consumer Reporting Agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living which is used or collected for purposes of serving as a factor in establishing your eligibility for employment purposes.

Before The Bell Group takes any adverse action that directly affects you, including the decision not to hire you or not to continue your employment, based in part on information contained in a Consumer Report, you will be provided with a copy of such Report as well as the Federal Trade Commission's summary or your rights as a Consumer. In addition, you can receive further information regarding your rights by contacting the Federal Trade Commission.

# Authorization for Release of Information/ Consumer Report Consent (Employment)

I, \_\_\_\_\_, acknowledge that THE BELL GROUP with whom I am employed, or to whom I have submitted an employment application, has advised me that the information requested below concerning my background is required to assist The Bell Group in making an employment determination. The information developed and this document also may be used in determining my qualifications for future assignments and/or retention.

I hereby authorize The Bell Group, its agents, or designated representatives bearing this document, or a copy hereof, to obtain information relating to my educational, credit, employment, and criminal history background from any law enforcement, criminal justice, or other government agencies, employers, ex-employers, and individuals. All are released from any liability for providing this information.

Furthermore, I hereby release any individual of The Bell Group to include, but not limited to, record custodians, directors, agents, employees or any other authorized representatives of The Bell Group from any and all liability for damages of whatever kind and nature, which may at any time accrue to me on account of  
(1) reliance by such persons on the information submitted in my employment application,  
(2) reliance by such persons on the information obtained pursuant to this authorization,  
(3) compliance with, or any attempts to comply with, this authorization; and  
(4) termination of my employment, if commenced, based upon information developed pursuant to this authorization.

I hereby certify that all statements and answers set forth on my application are true and complete to the best of my knowledge, and I understand that subsequent to employment if any such statements and/or answers are found false or that information has been intentionally omitted, such false statements or omissions will be just cause for termination of my employment.

I hereby acknowledge that I have read and understand the Federal Credit Reporting Act Consumer Report Disclosure regarding the obtaining of a Consumer Report about me from a Consumer Reporting Agency. I hereby authorize The Bell Group to obtain Consumer Reports from Consumer Reporting Agencies to aid in its determination of whether to hire or continue to employ me. I understand that I have certain rights under the Fair Credit Reporting Act, as disclosed in the Disclosure, and that I can receive further information regarding my rights by contacting the Federal Trade Commission.

I hereby certify that I have read and understand the foregoing.

Printed Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_

Last Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Employer use only:

State \_\_\_\_\_

I  2  3  4  \_\_\_\_\_ 5  6  \_\_\_\_\_ 7  license# \_\_\_\_\_

8  \_\_\_\_\_ 9  10  \_\_\_\_\_ 11  \_\_\_\_\_ 12  \_\_\_\_\_ 13  \_\_\_\_\_ 14  \_\_\_\_\_

## A Summary of Your Rights Under the Fair Credit Reporting Act

The Fair Credit Report Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every Consumer Reporting Agency (CRA). Most CRAs are credit bureaus that gather and sell information about you—such as where you work and live, if you pay your bills on time, and whether you've been sued, arrested or filed for bankruptcy—to creditors, employers and other businesses. The FCRA gives you specific rights in dealing with CRAs, and requires them to provide you with a summary of these rights as listed below. You can find the complete text of the FCRA 15 U.S.C. 1681 et. seq., at the Federal Trade Commission's web site (<http://www.ftc.gov>).

- **You must be told information in your file has been used against you.** Anyone who uses information from a CRA to take action against you—such as denying an application for credit insurance or employment—must give you the name, address and phone number of the CRA that provided the report.
- **You can find out what is in your file.** A CRA must give you all the information in your file, and a list of everyone who has requested it recently. However, you are not entitled to a “risk score” or a “credit score” that is based on information in your file. There is no charge for the report if your application was denied because of information supplied by the CRA, and if you request the report within 60 days of receiving the denial notice. You are also entitled to one free report a year if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you a fee of eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must reinvestigate the items (usually within 30 days) unless your dispute is frivolous. The CRA must pass along to its source all relevant information you provided. The CRA also must supply you with written results of the investigation and a copy of your report if it has changed. If an item is altered or deleted because you dispute it, the CRA cannot place it back in your file unless the source of the information verifies its accuracy and completeness, and the CRA provides you a written notice that includes the name, address and phone number of the source.
- **Inaccurate information must be deleted.** A CRA must remove inaccurate information from its files, usually within 30 days after you dispute its accuracy. The largest credit bureaus must notify other national CRAs if items are altered or deleted. However, the CRA is not required to remove data from your file that is accurate unless it is outdated or cannot be verified.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone—such as a creditor who reports to a CRA—that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, they may not continue to report it if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to those who have a need recognized by the FCRA—usually to consider an application you have submitted to a creditor, insurer, employer, landlord or other business.
- **Your consent is required for reports that are provided to an employer or that contain medical information.** A CRA may not report to your employer or prospective employer about you without your written consent. A CRA may not divulge medical information about you without your permission.
- **You can stop a CRA from including you on lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free number for you to call and tell the CRA if you want your name and address excluded from future lists or offers. If you notify the CRA through the toll-free number, it must keep you off the lists for two years. If you request and complete the CRA form provided for this purpose, you can have your name and address removed indefinitely.
- **You may seek damages from violators.** You may sue a CRA or other party in state or federal court for violations of the FCRA. If you win, the defendant may have to pay damages and reimburse you for attorney fees. If you lose and the court specifically finds you sued in bad faith, you or your attorney may have to pay the defendant's fees.

You may have additional rights under state law. You may wish to contact a state or local consumer protection agency or a state attorney general to learn those rights. If you have questions or believe your report contains errors, call S.O.S. of New Mexico at (505) 560-0049.

**The FCRA gives several different federal agencies authority to enforce the FCRA:**

<b>For questions or concerns regarding:</b>	<b>Please contact:</b>
CRAs, creditors and others not listed below	Federal Trade Commission Bureau of Consumer Protection — FCRA Washington, D.C. 20580 (202) 326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, D.C. 20219 (800) 613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, D.C. 20551 (202) 452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name).	Office of Thrift Supervision Consumer Programs Washington, D.C. 20552 (800) 842-6929
Federal Credit Unions (words "Federal Credit Union" appear in institution's name).	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 (703) 318-6360
Banks that are state-charted, or are not Federal Reserve System members	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, D.C. 20429 (800) 934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board of Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, D.C. 20590 (202) 366-1306
Activities subject to the Packers and Stockyards Act. 1921	Department of Agriculture Office of Deputy Administrator—GIPSA Washington, D.C. 20250 (202) 720-7051