
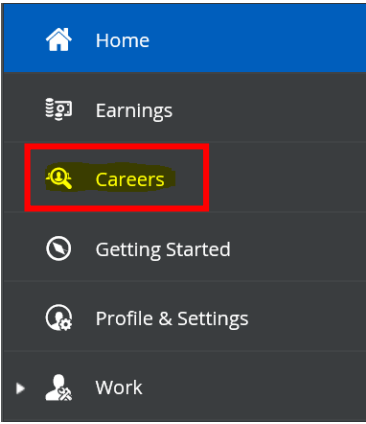



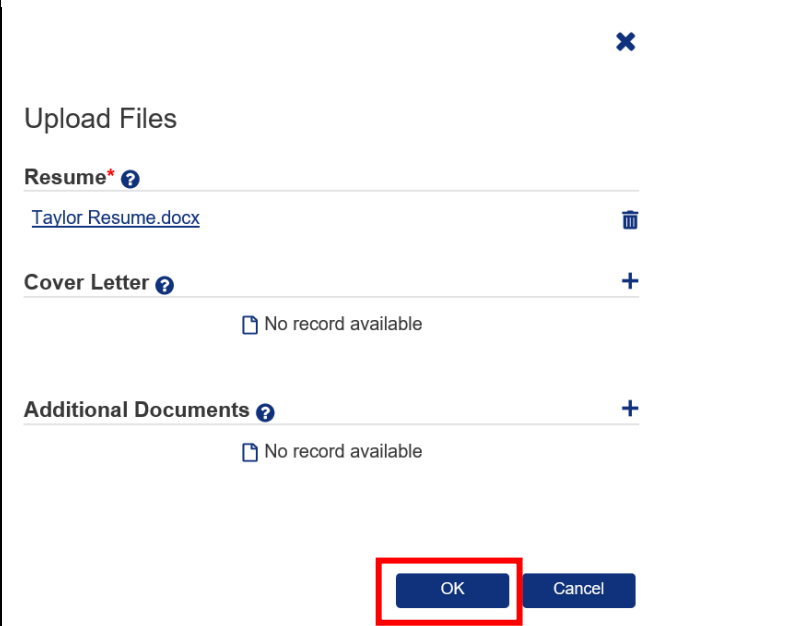
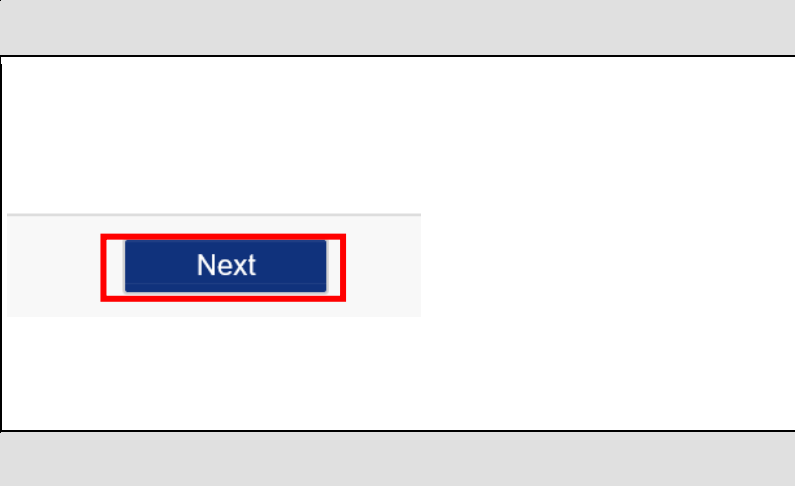


How To	Apply for an Internal Job Posting
<p>Navigate to the Careers section by clicking the Menu button.</p> <p>All internal job listings are posted in the Careers section.</p> <p>Click the Menu button.</p>	
<p>Click the Careers button.</p>	
<p>Browsing job listings</p> <p>On this page you'll find all internal job postings at Ben E. Keith.</p> <p>You can use the search bar and city drop-down menu to filter which job postings are displayed if the list is too long.</p>	<p>Insurance Clerk Fort Worth, TX, USA Posted: Tuesday, May 26, 2020</p>

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<p>Review the Insurance Clerk posting</p> <p>This job sounds interesting and it's located in Fort Worth. Review its full description before applying.</p> <p>Click the ...More link.</p>	<p>Insurance Clerk Fort Worth, TX, USA Posted: Tuesday, May 26, 2020</p> <p>test ... More</p>
<p>Viewing the full job posting</p> <p>You're now fully aware of the roles and responsibilities of an Insurance Clerk.</p> <p>This sounds good and you're ready to apply.</p>	<p>Apply Now</p> <p>Insurance Clerk Fort Worth, TX, USA Req #40 <small>Date Posted: Tuesday, May 26, 2020</small></p> <p>For more than a century, Ben E. Keith Company has been a leader in fine food and premium beverage distribution, and we strive to consistently exceed our customers' expectations.</p> <p>Our Food Division is a complete broad line multi-state distributor, and our Beverage Division operates throughout the state of Texas as a proud distributor of Anheuser-Busch products, craft and import beer brands, spirits, and wine.</p> <p>We are dedicated to the growth and success of our business, our customers, and our employees—continuing our commitment to delivering quality since 1906.</p> <p>Beverage Careers Food Careers</p>
<p>Click the Apply Now button.</p>	<p>Apply Now</p> <p>Insurance Clerk</p>


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Click the Import Resume button.	<p style="text-align: center;">Create Profile</p> <p style="text-align: center;">Please use one of the following options to create your profile</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> Import from Resume</div> <div> Don't have a resume? Create one now.</div>						
Click the + button.							
Click the Add File button.	<div style="border: 1px solid gray; padding: 10px;"><p>Upload Resume ✕</p><p>Maximum allowed file size is 4 MB</p><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 50%;">File Name</th><th style="width: 20%;">File Size</th><th style="width: 30%;">Document Type</th></tr></thead><tbody><tr><td colspan="3" style="height: 100px;"> </td></tr></tbody></table><div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="border: 2px solid red; padding: 5px;">Add File</div><div>Clear List</div><div>Upload</div></div></div>	File Name	File Size	Document Type			
File Name	File Size	Document Type					
Select the Resume .	<div style="border: 1px solid gray; padding: 5px;"><div style="display: flex; align-items: center;"><div style="margin-left: 10px;"><div style="border: 2px solid red; padding: 2px;">Taylor Resume</div><p>Date modified: 11/7/2019 4:23 PM</p></div></div></div>						
Click the Open button.	<div style="border: 1px solid gray; padding: 5px;"><p>Custom Files (*.doc;*.docx;*.pdf;*.html;*.htm;*.w) ▾</p><div style="display: flex; justify-content: space-around; margin-top: 5px;"><div style="border: 2px solid red; padding: 5px;">Open</div><div>Cancel</div></div></div>						

How To	Apply for an Internal Job Posting								
Click the Upload button.	<div data-bbox="625 245 1399 646"><h3>Upload Resume</h3><p>Maximum allowed file size is 4 MB</p><table border="1"><thead><tr><th>File Name</th><th>File Size</th><th>Document Type</th></tr></thead><tbody><tr><td>Taylor Resume.docx</td><td>26.6 KB</td><td>Resume</td></tr></tbody></table><p><input type="button" value="Add File"/> <input type="button" value="Clear List"/> <input type="button" value="Upload"/></p></div>	File Name	File Size	Document Type	Taylor Resume.docx	26.6 KB	Resume		
File Name	File Size	Document Type							
Taylor Resume.docx	26.6 KB	Resume							
Wait for the file to upload.	<div data-bbox="625 716 1399 1276"><h3>Upload Resume</h3><p>Maximum allowed file size is 4 MB</p><table border="1"><thead><tr><th>File Name</th><th>File Size</th><th>Document Type</th><th>Progress</th></tr></thead><tbody><tr><td>Taylor Resume.d...</td><td>26.6 KB</td><td>Resume</td><td>0%</td></tr></tbody></table><p>0%</p><p><input type="button" value="Add File"/> <input type="button" value="Clear List"/> <input type="button" value="Upload"/></p></div>	File Name	File Size	Document Type	Progress	Taylor Resume.d...	26.6 KB	Resume	0%
File Name	File Size	Document Type	Progress						
Taylor Resume.d...	26.6 KB	Resume	0%						

How To	Apply for an Internal Job Posting
Click the OK button.	
Ensure the information from the resume is correct and click the Next button.	

How To	Apply for an Internal Job Posting
<p>Fill out the General Questions.</p>	<p>Questionnaire (1 of 5) - General Questions</p> <p>1. Are you 18 years of age, or over?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>2. Are you legally authorized to work in the United States?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>3. Have you previously applied for employment with our company? If so, when and what type of position applied for and location.*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>4. What is your preferred Start Date?*</p> <p><input type="text"/></p> <p>5. I want to work the following shift:*</p> <p><input type="text"/></p>
<p>Click the Next button.</p>	<p><input type="button" value="Previous"/> <input type="button" value="Next"/></p>
<p>Review the Diversity Statement.</p>	<p>Questionnaire (2 of 5) - Ben E. Keith Diversity Statement</p> <p>1. Our company, Ben E. Keith, is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Ben E. Keith Company invites you to voluntarily self-identify your race or ethnicity by checking the appropriate box below. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. Race and ethnic designations are used by the Equal Employment Opportunity Commission and on this self-identification form do not denote scientific definitions of anthropological origins.</p>
<p>Click the Next button.</p>	<p><input type="button" value="Previous"/> <input type="button" value="Next"/></p>

How To	Apply for an Internal Job Posting
Fill out the EEO Questionnaire.	<p>Questionnaire (3 of 5) - Equal Employment Opportunity</p> <p>1. Race/Ethnicity</p> <input data-bbox="680 352 1203 384" type="text"/> <p>2. Gender</p> <input data-bbox="680 430 1203 462" type="text"/>
Click the Next button.	<p>Previous Next</p>
Review and fill out the Voluntary Self-Identification of Disability Questionnaire.	<p>Select one of the following options:</p> <input data-bbox="626 873 997 905" type="text"/> <input data-bbox="675 999 954 1031" type="text"/> Your Name <input data-bbox="1105 999 1385 1031" type="text"/> Today's Date
Click the Next button.	<p>Previous Next</p>
Review and fill out the Veteran Form Questionnaire.	<p><input type="radio"/> I identify as one or more of the classifications of protected veteran listed above</p> <p><input type="radio"/> I am not a protected veteran</p> <p><input type="radio"/> I prefer not to answer</p>
Click the Next button.	<p>Previous Next</p>

How To	Apply for an Internal Job Posting
Review the Candidate Acknowledgment and check the I Agree to the Candidate Acknowledgement button.	<input data-bbox="630 510 716 575" type="checkbox"/> I Agree to the Candidate Acknowledgement
Click the Submit button.	<input data-bbox="643 821 837 877" type="button" value="Previous"/> <input data-bbox="873 814 1089 884" type="button" value="Submit"/>
You will now see that your application has been submitted.	 <p>Congratulations, your application has been submitted!</p> <p>Your information has been saved for future applications.</p> <input data-bbox="938 1339 1089 1367" type="button" value="View Your Profile"/>