

# Employment Application

## ROUGH RIDER ELECTRIC COOPERATIVE, INC.

800 Highway Drive  
Hazen, ND 58545  
701-748-2293

Roughrider Electric Cooperative, Inc. places great emphasis on customer service, teamwork, problem solving, and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership.

**Applicant Name** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

## Personal Information (Please Print Clearly)

Last Name _____	First Name _____	Middle Name _____
Street Address _____		
City _____	State _____	Zip Code _____
Previous address if less than 5 years at current address _____		
Home Phone _____ Work Phone _____		
Fax _____ E-Mail _____		

I understand that upon employment, proof of legal right to work in the United States and completion of I-9 form will be required.

Are you eligible to work for any United States employer at this time?  Yes  No

Are you at least 18 years of age?  Yes  No

Have you ever been convicted of a felony?  Yes  No If yes explain \_\_\_\_\_

Do you have a valid driver's license?  Yes  No License # \_\_\_\_\_ Expires \_\_\_\_\_

Do you have a valid Commercial Driver's License (CDL)?  Yes  No License # \_\_\_\_\_ Expires \_\_\_\_\_

Can you travel if the position requires travel?  Yes  No

If you have ever worked under or earned degrees under another name, please list below:

Last Name _____	First Name _____	Middle Name _____
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## Position Desired

Position Applied for	_____		
How did you learn of this vacancy?	_____		
Salary Desired (Annual) \$		Date Available:	
For Temporary Hires Only	Dates Available:	From:	To:

Are you able to perform the essential functions of this position?  Yes  No

If no, what accommodation would make it possible for you to perform this job? \_\_\_\_\_

Have you previously been employed by Roughrider Electric Coop. Inc. or another electric cooperative?  Yes  No

If yes, indicate position, department, and dates: \_\_\_\_\_

Do you have any relatives employed at Roughrider Electric Coop., Inc.?  Yes  No

If Yes, who? \_\_\_\_\_

## Education and Training

### Indicate Last Level of Education Completed

High School  1  2  3  4    College or University  1  2  3  4    Graduate School  1  2  3  4

Type of Education	Name and Location ( City, State, Country)	GPA	Did you graduate?	Major and Minor	Degree Earned

Professional certifications and licenses (such as CPA, NASD, etc.) \_\_\_\_\_

Computer skills (software programs, hardware, operating systems) \_\_\_\_\_

Other skills or experience that are pertinent to the job applied for \_\_\_\_\_

## Employment History (Please Print Clearly)

**MUST BE COMPLETED EVEN IF ATTACHING YOUR RESUME.**

List your last three employers with the most recent first.

If you are currently employed, may we contact your employer?  Yes  No

Previous Employer \_\_\_\_\_

Dates Employed—From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Contact's Phone Number \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Job Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Previous Employer \_\_\_\_\_

Dates Employed—From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Contact's Phone Number \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Job Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Dates Employed—From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Contact's Phone Number \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Job Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## Professional References (Please list only references that we may contact at this time)

Name	Title	Company	Phone Number
			Home
			Work
			Home
			Work
			Home
			Work

## Affidavit

**Nonbinding Application and Interview Process:** I understand that this application will be reviewed, but nothing in this application or any other documents or in the employment evaluation process shall be construed as either an offer or contract of employment or an obligation on the part of *Roughrider Electric Cooperative, Inc.* to provide any benefit to me.

I hereby declare that my statements on this application and on my resume or documents provided by me to Roughrider Electric Cooperative, Inc. are true and correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in a decision not to hire me, or if hired, may result in the termination of my employment. I also authorize investigation of these statements. This investigation may include employment history, reasons for leaving previous employers, criminal record, credit record, driving record, social security number investigation, and degree/certificate verification. I hereby release Roughrider Electric Cooperative, Inc. from all liability for any damages resulting from the information obtained. This application shall be considered active for a period of time not to exceed 180 days.

APPLICANT'S SIGNATURE \_\_\_\_\_