

# APPLICATION FOR EMPLOYMENT

**Northern Plains Electric Cooperative (North)**  
609 4th Avenue, PO Box 608  
Cando, North Dakota 58324-0608  
(701) 968-3314

**Northern Plains Electric Cooperative (South)**  
1515 West Main Avenue, PO Box 180  
Carrington, North Dakota 58421-0180  
(701) 652-3156

*"An Equal Employment Opportunity Employer M/F/D/V"*

## **GENERAL:**

Name (Last, First, Middle Initial):

Social Security Number:

Present Address (Street, PO Box, City, State, Zip):

Telephone Number:

( )

Position Desired:

Starting Salary Required:

\$ \_\_\_\_\_ per \_\_\_\_\_

Are you interested in:  Full-time Employment or  Part-time Employment

If accepted, when can you start? \_\_\_\_\_

Are you related to a Northern Plains Electric Director or Employee?  Yes  No

What Relationship?

Give Names of Relative(s) employed by this Cooperative:

Are you at least 18 years of age?  Yes  No

The Cooperative will hire only U.S. citizens and aliens lawfully authorized to work in the United States.

Are you a U.S. Citizen?  Yes  No

If not a U.S. Citizen, are you lawfully authorized to work in the United States?  Yes  No

## **SKILLS:**

Indicate your skills and abilities in the following areas (if applicable to the position in which you are applying):

Operation of Special Equipment (Word Processing, Computer, Line Equipment, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT:** (List below all present and past employment, beginning with your most recent)

**I. Company Name, Address and Phone Number:**

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

Type of Business:

\_\_\_\_\_

Starting Salary: Ending Salary:  
\$ \_\_\_\_\_ \$ \_\_\_\_\_

Name of Supervisor(s):  
\_\_\_\_\_

Title and description of the work you did:

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

May we contact this employer?  Yes  No

From (Month/Year): To (Month/Year):  
\_\_\_\_\_ / \_\_\_\_\_ \_\_\_\_\_ / \_\_\_\_\_

Reason for Leaving:  
\_\_\_\_\_

**II. Company Name, Address and Phone Number:**

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

Type of Business:

\_\_\_\_\_

Starting Salary: Ending Salary:  
\$ \_\_\_\_\_ \$ \_\_\_\_\_

Name of Supervisor(s):  
\_\_\_\_\_

Title and description of the work you did:

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

May we contact this employer?  Yes  No

From (Month/Year): To (Month/Year):  
\_\_\_\_\_ / \_\_\_\_\_ \_\_\_\_\_ / \_\_\_\_\_

Reason for Leaving:  
\_\_\_\_\_

**III. Company Name, Address and Phone Number:**

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

Type of Business:

\_\_\_\_\_

Starting Salary: Ending Salary:  
\$ \_\_\_\_\_ \$ \_\_\_\_\_

Name of Supervisor(s):  
\_\_\_\_\_

Title and description of the work you did:

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

May we contact this employer?  Yes  No

From (Month/Year): To (Month/Year):  
\_\_\_\_\_ / \_\_\_\_\_ \_\_\_\_\_ / \_\_\_\_\_

Reason for Leaving:  
\_\_\_\_\_

**EDUCATION:**

High School (Name and Address):

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

Years Completed:

\_\_\_\_\_

Did You Graduate?     Yes     No

College (Name and Address):

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

Years Completed:

\_\_\_\_\_

Did You Graduate?     Yes     No

Course of Study (Major/Minor):

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

List Diploma or Degree:

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

Other (Name and Address):

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

Years Completed:

\_\_\_\_\_

Did you graduate?     Yes     No

Are you attending school or taking courses now?     Yes     No

Where? \_\_\_\_\_

**SERVICE IN THE ARMED FORCES:**

From (Month/Year):

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

To (Month/Year):

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

General Duties:

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

**PERSONAL REFERENCES:** (Do not refer to previous employers or relatives)

Name:

Address (Street, City, State, Zip):

Phone Number:

1. \_\_\_\_\_    \_\_\_\_\_    (\_\_\_\_) \_\_\_\_\_

2. \_\_\_\_\_    \_\_\_\_\_    (\_\_\_\_) \_\_\_\_\_

3. \_\_\_\_\_    \_\_\_\_\_    (\_\_\_\_) \_\_\_\_\_

