

# Employment Application



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Bigfork MN 56628-0227

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[www.northitascaelectric.com](http://www.northitascaelectric.com)

North Itasca Electric Cooperative (NIEC) places great emphasis on member service, teamwork, problem solving, and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership.

Name

Date

North Itasca Electric Cooperative is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, or veteran status.

## Personal Information

Name

Address

City  State  Zip Code

E-mail  Phone  Phone Other

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

If you are under 18 years of age, do you have a work permit?  Yes  No

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

Initial

## Position Desired

Position Applied for:

How did you learn of this vacancy?

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

If no, what accommodations would make it possible for you to perform this job?

Have you previously been employed by North Itasca Electric Cooperative or other electric cooperative?  Yes  No

If Yes, Indicate position and dates

Do you have relatives employed at NIEC?  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

## Computer skills

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

# Employment History

**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  Starting Salary  Ending Salary   
Month/Year Month/Year

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  Starting Salary  Ending Salary   
Month/Year Month/Year

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  Starting Salary  Ending Salary   
Month/Year Month/Year

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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 *North Itasca Electric Cooperative* 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 North Itasca Electric Cooperative, 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 North Itasca Electric Cooperative 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