

# North Iowa Cooperative Employment Application

**Location** \_\_\_\_\_ **Department** \_\_\_\_\_

North Iowa Cooperative considers applicants for all positions without regard to race, color, national origin, age, marital or veteran status, the presence of disability, or any other legally protected status. North Iowa Cooperative is an Equal Opportunity Employer.

**Personal Information**

**Please Print**

Last Name	First Name	Middle Name
Driver's License (State)		Driver's License (Number)
Current Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)	Social Security Number	
Email		

Are you at least 18 years of age and can you provide required proof of age after hiring? Yes \_\_\_ No \_\_\_  
The Age Discrimination in Employment Act prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.

Have you ever worked for this company? Yes \_\_\_ No \_\_\_

If yes, give date and location: \_\_\_\_\_

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

On what date would you be available for work? \_\_\_\_\_

Name any relative employed by us. \_\_\_\_\_

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Can you travel if job requires it? Yes \_\_\_ No \_\_\_

**Can you, at the time of employment, submit verification of your legal right to work in the United States?** Yes \_\_\_ No \_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? Yes \_\_\_ No \_\_\_

NOTE: a conviction will not necessarily bar you from employment as each conviction will be assessed with respect to time, circumstances, and seriousness as they relate to your employment. If yes, please explain on separate sheet of paper:

## Employment Application Form (Page 2)

Position Applying For. \_\_\_\_\_

Full Time \_\_\_ Part Time \_\_\_ Salary/Wage Desired: \_\_\_\_\_

Are you currently employed? Yes \_\_\_ No \_\_\_  
If yes, may we contact employer? Yes \_\_\_ No \_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

How did you learn about us? Advertisement \_\_\_ Employment Agency \_\_\_ Friend \_\_\_  
Relative \_\_\_ Walk-In \_\_\_ Other \_\_\_\_\_

### Education

High School \_\_\_\_\_ Location \_\_\_\_\_  
Did you Graduate? Yes \_\_\_ No \_\_\_

College \_\_\_\_\_ Location \_\_\_\_\_  
Did you Graduate? Yes \_\_\_ No \_\_\_  
Major \_\_\_\_\_

Trade/Business/Graduate School \_\_\_\_\_  
Location \_\_\_\_\_  
Did you Graduate? Yes \_\_\_ No \_\_\_  
Major \_\_\_\_\_

Indicate Equipment You Can Operate: PC \_\_\_ Calculator \_\_\_ Typewriter \_\_\_ Fax \_\_\_  
PBX/Switchboard \_\_\_ Copy Machine \_\_\_

Indicate Programs You Can Work With: Lotus \_\_\_ WordPerfect \_\_\_ Power Point \_\_\_  
Excel \_\_\_ Other \_\_\_\_\_

Why are you interested in becoming an employee with NIC?  
\_\_\_\_\_

List any special job-related skills and qualifications acquired from employment or other experiences:  
\_\_\_\_\_  
\_\_\_\_\_

# Employment Application Form (Page 3)

## Employment History — *past ten years, list most recent first*

Company Name \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Responsibilities \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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

Starting Wage \$ \_\_\_\_\_ Ending Wage \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Responsibilities \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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

Starting Wage \$ \_\_\_\_\_ Ending Wage \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Responsibilities \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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

Starting Wage \$ \_\_\_\_\_ Ending Wage \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Responsibilities \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

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

Starting Wage \$ \_\_\_\_\_ Ending Wage \$ \_\_\_\_\_

*Use back of form if necessary for additional information:*

### **References:**

Give name, address and telephone number of three references who are not related to you and who are familiar with your abilities and work ethic.

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## Applicant's Statement

I certify that the information provided by me on this Application Form is correct. I understand that the furnishing of any misleading or incorrect information on this Application Form or its attachments will be just cause for termination should I become employed by North Iowa Cooperative, regardless of when or how discovered.

If hired for a position that requires driving a company owned vehicle, a rental vehicle or my personal vehicle for company business, I authorize North Iowa Cooperative to obtain a Motor Vehicle Record report. The Cooperative's insurance company may also obtain a report through its sources. I understand that if the position I am applying for involves driving a motor vehicle, it is imperative that a good driving record exists.

It is agreed and understood that the company or its agents may investigate my background to ascertain any and all information of concern to my employment history. I also authorize any and all of my former employers listed on this Application Form to furnish any information regarding my job performance. I agree to hold my former employers and their agents harmless from all liability that could relate in any way to the disclosure of private information or an assessment or opinion of my suitability for employment.

I understand that an offer of employment must originate from the General Manager and that if employed, my employment is for no fixed term. I understand that employment with North Iowa cooperative is on an **at will basis** and my employment may be terminated with or without notice by me or the Company. I also understand that no employee, officer or agent of the Company may bind it to anything contrary to the above by oral or printed statements, including handbook, benefit booklets or other forms of communication.

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Signature of Applicant

Date

### **Administrative Use Only:**

Schedule Interview Yes \_\_\_ No \_\_\_ Date/Time \_\_\_\_\_

Remarks \_\_\_\_\_  
\_\_\_\_\_

Employed Yes \_\_\_ No \_\_\_ Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_