



**NORTHERN PLAINS RAILROAD
and
NORTHERN PLAINS RAIL SERVICES**



Application for Employment

All information will be kept confidential.

Date of Application _____ How did you hear about us? Employee _____ Friend ___ Newspaper ___ Radio ___

1) PERSONAL DATA

Full Name _____ Social Security Number _____

Present Street Address _____ City _____ State _____ Zip _____

Permanent Address (If different) _____

Home Phone Number _____ Cell Phone Number _____ Email Address _____

Type of position desired _____ Location _____

Can you work any shift? Yes ___ No ___ What status(es) will you consider? Full-time ___ Part-time ___ Temporary ___

Are you willing to relocate? Yes ___ No ___

Are you at least 18 years of age? Yes ___ No ___

Are you legally permitted to work in the USA? Yes ___ No ___

2) MILITARY DATA

Branch _____ Rank at Discharge _____

Primary Duties and/or Training: _____

3) EDUCATION

	Name and Location	Years Attended	Degree/Diploma/Certificate Earned
High School	_____	_____	_____
College/University	_____	_____	_____
Business/Vocational	_____	_____	_____
Other	_____	_____	_____

4) DRIVER'S LICENSE INFORMATION

Do possess a valid driver's license? Yes ___ No ___

License Number _____ State Issued _____ Expiration Date _____

Class A ___ B ___ C ___ D ___ Other _____

5) WORK EXPERIENCE

Provide your employment history for the last five years. Make this section as complete as possible. Please explain any lapse of time not accounted for. Start with your present or most recent position.

1) Present Employer _____ Address _____ Phone _____

Your Title _____ Employment Dates _____ Salary _____

Job Duties _____ May we contact? Yes _____ No _____

Supervisor Name _____ Phone _____ Reason for Leaving _____

2) Employer _____ Address _____ Phone _____

Your Title _____ Employment Dates _____ Salary _____

Job Duties _____ May we contact? Yes _____ No _____

Supervisor Name _____ Phone _____ Reason for Leaving _____

3) Employer _____ Address _____ Phone _____

Your Title _____ Employment Dates _____ Salary _____

Job Duties _____ May we contact? Yes _____ No _____

Supervisor Name _____ Phone _____ Reason for Leaving _____

Do you have training on office equipment? Yes _____ No _____

If yes, list type of office equipment you are trained to operate _____

Can you operate light/heavy equipment? Yes _____ No _____

If yes, list type of machinery/equipment you are trained to operate _____

Other skills applicable to position applying for _____

6) REFERENCES

List two references (not relatives or former employers)

1) Name _____ Address _____ Phone _____

Occupation _____ Number of years known _____

2) Name _____ Address _____ Phone _____

Occupation _____ Number of years known _____

I acknowledge that I have been advised that NPR/NPRS has a Drug and Alcohol Policy which applies to all applicants who are given a conditional offer of employment and all NPR/NPRS employees. I understand that if I receive a job offer I will receive a copy of the policy. I further acknowledge that my employment with NPR/NPRS will be contingent upon my successfully completing a pre-employment drug and alcohol test.

Authority to Release Information: By my signature, I consent to the release of information to authorized officers of NPR/NPRS, which may include but not be limited to, information concerning my past and present work; including my official personnel files, attendance records, safety records, engineer certification files (if applicable), evaluations, and any other files deemed necessary. I further release the organization, present and former employers, law enforcement organization, and all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response given to such inquiries made in connection with my application for employment.

Signature _____ Date _____

Certification of Applicant: By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification or material omission of information on this application may result in exclusion from further consideration or, if hired, termination of employment. If I have requested that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work. I understand and agree that if hired, my employment is for no definite period and may regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

Signature _____ Date _____

As an equal opportunity employer, the firm does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, color, sex, age, religion, disability, or natural origin. The firm only hires individuals authorized for employment in the United States.

Return completed application to:

Northern Plains Railroad
Attn: Human Resources
PO Box 38
Fordville, ND 58231

Email: careers@nprail.com

FOR HR DEPARTMENT USE ONLY

Start Date _____

Department _____

Location _____

Type of Hire _____