

# RED RIVER VALLEY & WESTERN RAILROAD EMPLOYMENT APPLICATION



Return to:  
Manager-Human Resources  
Red River Valley & Western Railroad  
P.O. Box 608  
Wahpeton, ND 58074  
(701) 642-8257  
(701) 642-3534 fax

Date: \_\_\_\_\_, 20\_\_\_\_\_

## 1. APPLYING FOR:

Job Title \_\_\_\_\_ Location \_\_\_\_\_

After reviewing the job descriptions of all jobs applied for, please state whether you are able to perform the essential functions of those jobs with or without a reasonable accommodation. Please answer by circling **Yes** or **No** and provide no further information.

## 2. HOW DO WE CONTACT YOU?

Your Name \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email address \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
May we contact you at your business number?  yes  no

## 3. TELL US ABOUT YOUR EDUCATION

High School (Name) \_\_\_\_\_ Location \_\_\_\_\_  
Diploma  Other (specify) \_\_\_\_\_ Highest Grade Completed \_\_\_\_\_  
College Graduate?  yes  no If no, give total credits received \_\_\_\_\_  
Your Name if Different While Attending School \_\_\_\_\_

**Give name and address of school, major course of study, and degree received.**

College/University/Technical College \_\_\_\_\_  
Degree \_\_\_\_\_  
Year Degree Obtained \_\_\_\_\_ Credits \_\_\_\_\_  
Pertinent Courses \_\_\_\_\_

### Job-Related Training and Course Work

List any skills, licenses, certificates, equipment operated which are related to the job you seek (including words per minute typing speed, computer software proficiency, etc.). \_\_\_\_\_  
\_\_\_\_\_

## 4. DRIVER'S LICENSE INFORMATION

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

If yes, provide License Number \_\_\_\_\_ State Issued \_\_\_\_\_  
Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Class (check one)  A  B  C  D Other \_\_\_\_\_

## 4. TELL US ABOUT YOUR WORK EXPERIENCE

Describe your work experience in detail, beginning with your most recent job. Provide an explanation for any gaps in employment. A resume may be attached, but substituted for completing this section.

Name of Present/Last Employer:	Address:
Phone: (    )	Job Title:
Supervisor's Name:	May We Contact This Employer?
Job Duties:	Reason for Leaving:
From ___/___/___ to ___/___/___	Salary:

Your Next Most Recent Employer:	Address:
Phone: (    )	Job Title:
Supervisor's Name:	May We Contact This Employer?
Job Duties:	Reason for Leaving:
From ___/___/___ to ___/___/___	Salary:

Your Next Most Recent Employer:	Address:
Phone: (    )	Job Title:
Supervisor's Name:	May We Contact This Employer?
Job Duties:	Reason for Leaving:
From ___/___/___ to ___/___/___	Salary:

Give the names to two people, not relatives, who are familiar with your work.

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

I acknowledge that I have been advised that the RRVW has a Drug Policy which applies to all applicants who are given a conditional offer of employment and all RRVW 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 RRVW will be contingent upon my successfully completing a pre-employment drug test.

**Authority to Release Information:** By my signature, I consent to the release of information to authorized officers of RRVW Railroad, 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 \_\_\_\_\_