

RED RIVER VALLEY & WESTERN RAILROAD EMPLOYMENT APPLICATION



Return to:
Manager-Human Resources
Red River Valley & Western Railroad
PO 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 _____
Mailing Address _____
City _____ State _____ Zip Code _____
Email address _____
Home Phone (____) _____ - _____ Business Phone (____) _____ - _____

3. TELL US ABOUT YOUR EDUCATION

May we contact you at your business number? yes no
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 _____

5. 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 ___/___/___	

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

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

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 and Alcohol 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 _____

Affirmative Action: Applicant Invitation to Self-Identify: Veteran, Gender and Race (VEVRAA, EO 11246 & EEO 1)

Red River Valley & Western Railroad Company is an equal opportunity employer. As required by law, we must record certain information to be made a part of our affirmative action program.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a protected veteran or other minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are a company that values diversity. We actively encourage women, minorities, veterans and disabled employees to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Additionally, The Equal Employment Opportunity Commission (EEOC) requires all private employers with 100 or more employees as well as federal contractors and first-tier subcontractors with 50 or more employees AND contracts of at least \$50,000 complete an EEO-1 report each year. Covered employers must invite employees to self-identify gender and race for this report.

Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department. Please return the completed forms to the HR department.

If you choose not to self-identify at this time, the federal government requires Red River Valley & Western Railroad Company to determine this information by visual survey and/or other available information.

Name: _____ **Position Applied for:** _____

Gender Male Female Non-binary

Race or Ethnicity (select one)

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Native Hawaiian or Pacific Islander (not Hispanic or Latino)

- Asian (not Hispanic or Latino)
- American Indian or Alaskan Native (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)
- I do not wish to disclose

Veteran Status**

- I am a protected veteran
- I am NOT a protected veteran
- I do not wish to self-identify

***EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES**

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (*not Hispanic or Latino*) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (*not Hispanic or Latino*) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (*not Hispanic or Latino*) - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (*not Hispanic or Latino*) - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

American Indian or Alaska Native (*not Hispanic or Latino*) - A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

Two or more races (*not Hispanic or Latino*) - All persons who identify with more than one of the above races.

****PROTECTED VETERAN DEFINITION**

Protected veteran means a veteran who may be classified as an active duty wartime or campaign badge veteran, disabled veteran, Armed Forces service medal veteran or recently separated veteran.

Active duty wartime or campaign badge veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for

which a campaign badge has been authorized under the laws administered by the Department of Defense.

Armed Forces service medal veteran means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209, 3 CFR, 1996 Comp., p. 159).

Disabled veteran means (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, *or* (2) a person who was discharged or released from active duty because of a service-connected disability.

Recently separated veteran means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.