



Located at:

Rugby Main Station Rugby C-Store Agronomy Center Towner C-Store Wolford Leeds C-Store
Rugby, ND Rugby, ND Rugby, ND Towner, ND Wolford, ND Leeds, ND

Employment Application
Applicant Information

Name (first, middle, last): _____ Date: _____

Address: _____
(street) (city/state) (zip)

Email address: _____

Home phone: (____) _____ Cell phone: (____) _____

Position(s) applying for: _____ Temporary _____ Part-time _____ Full-time _____

What days and hours are you available for work? _____

Can you work weekends? [] Yes [] No Can you work evenings? [] Yes [] No Are you at least 16 years of age? _____

If hired, date available to start work? _____ Starting wage desired? _____

Location you would like to apply for a position at (see locations listed above) _____

Have you previously worked for the company? (If yes, when/where?) _____

List any other names you have used: (maiden, previous marriage, other) _____

Have you ever been convicted of a crime other than a traffic offense? Yes: _____ No : _____ If so, indicate date(s), location(s) ,outcome(s) _____

Have you been convicted of a felony? Yes: _____ No: _____ If so, explain: _____

Are you a citizen of the United States? [] Yes [] No

Are you authorized to work in the U.S.? [] Yes [] No

Education

High School: _____ Address: _____

Did you graduate? [] Yes [] No Degree /diploma earned: _____

List subjects of special study or training _____

College: _____ Address: _____

Did you graduate? [] Yes [] No Degree /diploma earned: _____

List subjects of special study or training _____

Other: _____ Address: _____

Did you graduate? [] Yes [] No Degree /diploma earned: _____

List subjects of special study or training _____



Additional Information

Do you fluently speak, write or understand any foreign languages? _____

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us? If yes, please explain _____

Employment History

Please begin with present or most recent employer. Account for full-time, part-time, and temporary employment.

Name of Employer: _____ Supervisor: _____

Address: _____

Telephone Number: _____ Type of Business: _____

Position Held: _____ Start Date: _____ End Date: _____ Salary: _____
Month/Year Month/Year

Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Yes No

Name of Employer: _____ Supervisor: _____

Address: _____

Telephone Number: _____ Type of Business: _____

Position Held: _____ Start Date: _____ End Date: _____ Salary: _____
Month/Year Month/Year

Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Yes No

Name of Employer: _____ Supervisor: _____

Address: _____

Telephone Number: _____ Type of Business: _____

Position Held: _____ Start Date: _____ End Date: _____ Salary: _____
Month/Year Month/Year

Duties: _____

Reason for Leaving: _____

May we contact this employer for references? Yes No



Business/Professional References

Name: _____ Occupation: _____

Address: _____

Telephone Number: _____ Number of Years Acquainted: _____

Name: _____ Occupation: _____

Address: _____

Telephone Number: _____ Number of Years Acquainted: _____

Name: _____ Occupation: _____

Address: _____

Telephone Number: _____ Number of Years Acquainted: _____

UNDERSTANDING REGARDING CONDITIONS OF EMPLOYMENT

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. Applicants, who are offered employment with Envision, will be subject to testing for use of illegal drugs according to company policy/procedure.

Additionally, I understand that nothing in this employment application or in the granting of an interview is intended to create an employment contract between Envision, and me for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Envision, unless made in writing. If employment relationship is established, I understand that I have the right to terminate my employment at any time, for any reason, and that Envision retains a similar right.

I understand that, if hired, I will be required to furnish proof of identity and right to work in the United States.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature: _____ Date: _____

MISSION STATEMENT

To serve the ever changing needs of our patron/owners with timely delivery of quality products and services at competitive prices while efficiently utilizing cooperative resources to provide a local net savings that will service the financial needs of our cooperative.