



## **APPLICATION INSTRUCTIONS**

### **(Minnesota Locations)**

1. Applications will be reviewed or considered only when there is an open position.
2. Applications are considered “active” for thirty (30) days. To be considered for an open position after thirty (30) days you must re-apply.
3. You must answer all questions. If a question is not applicable, mark it “N/A”. You must sign the application. Incomplete or unsigned applications will not be considered.



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## Employment Application North Central Utility of MN

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Should you need reasonable accommodation when completing the application form or during the selection process, contact the Human Resources Department or other designated company representative. Information provided on this application will be kept confidential and only be shared with those involved in the selection process. Please provide all information requested, sign and date. Incomplete information may disqualify you from consideration.

**Please Print.**

**Today's Date:** \_\_\_\_\_

### General Information

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip Code

Telephone Number \_\_\_\_\_ Alternate Number \_\_\_\_\_  
 Yes  No

Are you 18 years or older?

Are you legally authorized to work in the United States?  Yes  No

As required by law, documents that prove identity and eligibility to work must be provided at the time of hire.

### Employment Desired

Position Applied For: \_\_\_\_\_

Do you want to work: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_

Specify days and hours available, if part-time: \_\_\_\_\_

Date available to start work: \_\_\_\_\_ Salary Expectations: \_\_\_\_\_

Have you applied for employment with this company within the last 12 months?  Yes  No

Have you ever worked for us before?  Yes  No

*(Please provide your name of record at that time, job title and dates of employment)*

**An Equal Opportunity Employer**

## Education

	High School	Technical College	College	Graduate School
School Name and Location				
Years Completed (Circle)	9   10   11   12	1   2	1   2   3   4	1   2   3   4
Did You Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diploma/Degree/Certificate				
Number of Semesters Completed	___ Semesters	___ Semesters	___ Semesters	___ Semesters

## Special Skills/Additional Training

Please describe any special job-related skills and qualifications acquired from employment, other education or volunteer experiences, etc. Do not include experiences which would indicate race, religion, sex, national origin, genetic information, disability or age or any other status protected by law or regulation.

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## Miscellaneous

Has your employment with any employer ever been involuntarily terminated?     Yes    No

If yes, please identify the employer(s), date of termination(s) and reason(s) for termination:

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## Employment History

(Please Start With Your Present or Most Recent Position)

Name of Employer:	Address:		
Company and/or Supervisor's Telephone Number:	Email Address:		
Dates Employed:      From:      To:	Name And Title of Supervisor:		
Position:	Reason For Leaving:		
<b>Confirmation of final Compensation:</b> _____ <b>Annual</b> _____ <b>Hourly:</b> _____ Brief Description of Your Work and Responsibilities:			
If present employee, may we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Name of Employer:	Address:		
Company and/or Supervisor's Telephone Number:	Email Address:		
Dates Employed:      From:      To:	Name And Title of Supervisor:		
Position:	Reason For Leaving:		
<b>Confirmation of final Compensation:</b> _____ <b>Annual</b> _____ <b>Hourly:</b> _____ Brief Description of Your Work and Responsibilities:			

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Dates Employed:      From:      To:	Name And Title Of Supervisor:		
Position:	Reason For Leaving:		
<b>Confirmation of final Compensation:</b> _____ <b>Annual</b> _____ <b>Hourly:</b> _____ Brief Description of Your Work and Responsibilities:			

## Professional References

Please provide the names of three business references that are not related to you.

Name	Cell Phone Number and E-mail Address	Address	Years Known and In What Capacity
1.			
2.			
3.			

### Signature

**APPLICANT: Please read the following carefully before signing this application.**

- I certify the information given by me is true in all respects.
- I understand that the misrepresentation or omission of facts on this application, on my resume or during any stage of the hiring process may eliminate me from further consideration or if discovered after hire may result in the termination of my employment.
- I understand that the information contained in this employment application or my being invited to participate in any stage of the hiring process is NOT intended to create an employment contract between this Company and myself. If an employment relationship is established, I understand that I have the right to terminate my employment at any time, for any reason or no reason, with or without notice, and this Company has the right to terminate my employment at any time, for any reason or no reason, with or without notice. This Company's policies and procedures, including employment at-will, cannot be modified in any way without express written intent to do so by the senior business leader of this organization.
- I understand that an offer of employment is contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.
- Unless otherwise noted above, I authorize this Company and its representatives to contact my prior employers, former supervisors and company personnel, schools and all others for the purpose of verifying the information I have supplied during the selection process and for obtaining job-related information regarding my knowledge, skills, abilities, performance of duties and compliance with policies. I authorize my prior employers to provide this Company any job-related information, personal or otherwise, they may have regarding me and I release this Company and them from any liability resulting from the release of this information. I further authorize all employers, schools and other persons to provide any information or transcripts that may be requested by this Company which will be used to determine if I am qualified to perform the job duties for which I am applying.
- I understand that the company may conduct a criminal background investigation of me for the position for which I am applying and that a separate authorization to do so will be required. A conviction is not an automatic bar to consideration and/or employment

**By signing below, I acknowledge that I have read and understand the above statements.**

\_\_\_\_\_

Date

\_\_\_\_\_

(Signature of Applicant)

**Employment Qualification Questionnaire**

**(Please check “YES” if you would be able to perform a task with a reasonable accommodation for any disability you may have)**

<b>Mechanics</b>	<b>YES</b>	<b>NO</b>
Do you have trailer & or truck body repair experience?		
Have you installed truck bodies on straight trucks?		
Have you repaired or installed liftgates?		
Experience in use of Mig Welder? If so, Steel ____ Stainless ____ Aluminum		
Can you use in Acetylene Cutting Torch &/or Plasma Cutter		
Have you ever been classified as a “Certified Welder”? If so, Mig ____ Tig ____ Stick ____		
Have you performed major repairs to refrigerated trailers?		
Have you ever used spray &/or pour foam equipment		
Do you have working experience replacing trailer panels, posts, bows, rails, etc?		
Do you have working experience in trailer axle alignments?		
Do you have working experience in trailer brake jobs?		
Do you have working experience in replacing trailer springs?		
Do you have working experience analyzing trailer air system problems?		
Do you have working experience repairing trailer lights and wiring?		
Do you have hands-on experience building or repairing swing type trailer doors?		
Do you have hands-on experience building or repairing roll-up type trailer doors?		
Do you have experience replacing trailer flooring?		
Do you have hands-on experience repairing or replacing trailer roofs?		
Do you have experience repairing repairing &/or replacing trailer support legs?		
Do you have experience prepping a trailer for paint?		
Do you have working experience in Hydraulics?		
Do you have working experience in anti-lock brake systems (ABS) on trailers?		
Do you have hands-on experience with running or trouble shooting electrical wiring?		
Do you read Tools of Measurement?		
Do you have working experience with spray painting equipment?		
Do you own tools and a toolbox?		
Do you have any working experience with operating a Forklift?		
Are you forklift certified?		
Do you have computer experience of any kind?		
Do you have working experience in a parts room?		
Do you have experience performing parts inventory?		
Do you have metal forming skills?		
Can you use a metal shear?		
Can you use a Break Press?		
Do you have Machinist Skills? Milling ____ Machining ____ Lathes ____		
Do you have a working knowledge of carpentry?		

<b>Paint Department</b>	YES	NO
Do you have working experience Painting with Automotive finishes?		
Have you worked with DuPont products?		
Do you have experience in paint prep?		
Do you have air powered spray paint equipment?		
Do you have hands on experience using an air sander?		
Can you work from a Scaffold?		
Are you available to work overtime if requested?		
Are you available to work Saturdays when required?		
Are you available to work shifts other than day shifts?		
Do you have hands-on experience performing auto body work?		
Can you wear a respirator?		
Experience use of paint equipment? If so, pressure pot system (Y) or (N)		
Experience use of paint scales? If so, spray guns? (Y) or (N)		

<b>Administrative, Clerical/Technical</b>	YES	NO
Do you have computer experience? If so, what software? _____ _____		
Do you have working experience or training in computer drafting?		
Do you have working experience or training in engineering?		
Have you worked in a sales field?		
Have you ever worked in a customer service related field?		
Have you ever performed heavy telephone work on a multi-line console?		
Have you performed as a receptionist?		
What office equipment &/or machines do you use? _____ _____		
Can you create Excel Spreadsheets?		
Do you have working knowledge of Accounting?		
Are you available to work overtime when requested?		
Are you available to work Saturdays when required?		
Are you available to work shifts other than day shifts?		

<b>General</b>
Do you prefer: Management Duties? _____ Clerical Duties? _____ Production/Labor Type Duties? _____
What would your co-workers say you are the "best" at? _____ _____
What do you believe to be your greatest strength or talent? _____ _____
How did you hear about North Central Utility? Newspaper? _____ Website? _____ Signage? _____ Building Banner? _____ Word of Mouth? _____ Friend? _____ Person Referring you: _____