



# O.K. Cooperative Grain Co.

## Employment Application

Non-DOT Positions

O.K. Cooperative Grain Co. ("The Company") is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, marital status, physical or mental handicap, arrest record or any other characteristic protected by federal, state and/or local laws. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. This application will remain effective for a period of thirty (30) days or until the position is filled.

If you would like to request a reasonable accommodation to complete this form, please contact a Human Resources representative.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
\_\_\_\_\_  
City State ZIP Code

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How do you prefer to be contacted regarding your employment application?  Phone Call  Text  Email

Position Desired: \_\_\_\_\_

Date Available: \_\_\_\_\_ Hourly Rate/Salary Desired: \_\_\_\_\_

Are you presently employed?  YES  NO If yes, may we contact your employer?  YES  NO

If presently employed, why are you considering leaving? \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? *If you have any questions as to what functions are applicable to the position for which you are applying, please ask the interviewer or Human Resources before answering the question.*  
 YES  NO

Are you available to work:  Days  Nights  Weekends  
 Full Time  Part Time  
Please explain: \_\_\_\_\_

How were you referred to the company? \_\_\_\_\_

Do you have any relatives who work for this company?  YES  NO

If yes, please list their name and work location: \_\_\_\_\_

Are you legally eligible to be employed in the United States?  YES  NO  
*Proof of eligibility will be required upon employment*

Are you 18 years old or older?  YES  NO  
*Proof of age maybe required*

Have you ever worked for this company before?  YES  NO

If yes, where? \_\_\_\_\_ When? \_\_\_\_\_ Title: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Have you ever been convicted of a crime? A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.  YES  NO

If yes, explain: \_\_\_\_\_

**Education**

	Name and Location of School	Course of Study	Number of years completed	Diploma or Degree Received
High School				
College or University				
Trade, Business or other School				

Other education, training or special skills: \_\_\_\_\_

**References**

\_\_\_\_\_ (initial) I voluntarily consent to allow the company and any of its officers, employees or agents to check my references by contacting any person or entity whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character or personality.

Please list below the name of three persons not related to you, whom you have known for at least one year.

Name	Occupation & Company	Relationship & # of years	Phone Number

**Previous Employment**

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Please include military service as work experience.

From: \_\_\_\_\_ To: \_\_\_\_\_ Company: \_\_\_\_\_

Job Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Duties: \_\_\_\_\_ Leaving Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  YES  NO

From: \_\_\_\_\_ To: \_\_\_\_\_ Company: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Duties: \_\_\_\_\_ Leaving Salary: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ May we contact?  YES  NO

From: \_\_\_\_\_ To: \_\_\_\_\_ Company: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Duties: \_\_\_\_\_ Leaving Salary: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ May we contact?  YES  NO

From: \_\_\_\_\_ To: \_\_\_\_\_ Company: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Duties: \_\_\_\_\_ Leaving Salary: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ May we contact?  YES  NO

**Disclaimer and Signature**

I certify that the foregoing statements are true and correct. I authorize the Company to make investigation of my personal or employment history and authorize any present/former employer, person, firm, corporation, credit agency or government agency to give the Company any information they may have regarding me and I release the Company and all providers of information from any liability as a result of furnishing and receiving this information. I understand that failure to reveal any omission or misleading information by me can result in disqualification for employment consideration or, if hired, may be grounds for termination from the Company.

I further agree that, if employed, I will conform my conduct to the Company's rules, regulations and personnel policies. I understand that no personnel recruiter, interviewer or other representative other than an officer of the Company has authority to enter into any agreement for employment for any specified period of time and that any employment manuals or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract. I further understand that nothing contained in this application or the granting of an interview creates a contract for either employment or providing any benefit, and THAT I HAVE THE RIGHT TO TERMINATE EMPLOYMENT AT ANY TIME AND THAT THE COMPANY HAS THE SAME RIGHT.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR USE ONLY			
Hire Date		Rate	
Title		Manager	
Department		Location	