



www.jamesvalleygrain.com

P.O. Box 210,600A South 7th Street, Oakes, ND 58474
P: (701)742-3363, F: (701)742-3365

NON-DOT APPLICATION FOR EMPLOYMENT

James Valley Grain, LLC is an equal opportunity employer and will not discriminate against any applicant for employment because of race, color, religion, gender, national origin, disability, age, genetic information, or any other status protected by state or local law for an individual who falls within the jurisdiction of such law. Applicants who require an accommodation throughout the application and interview process should request this in advance. Additional testing of job related skills may be required prior to employment. If you feel that you have been discriminated against during the application process, contact the Human Resources Department at (952) 832-8370 or (800) 989-7040.

All job offers are contingent on a pre-employment Drug and Background Check, and Employment Eligibility Verification (I-9 Form).

Today's Date: _____

Job opening for which you are applying (must be completed for application to be considered): _____

HOW DID YOU HEAR ABOUT THIS JOB OPENING?

☐ ADVERTISEMENT (please identify):	☐ INTERNET SITE (please identify which site):
☐ JOB FAIR/RECRUITING EVENT (please identify which/where):	☐ REFERRAL (please identify who referred you):
☐ OTHER (please explain):	

APPLICANT INFORMATION (please print clearly)

Last Name: _____			M.I. _____		First Name: _____		
Other name(s): _____							
Last 5 Digits of SSN: _____			Month and Date of Birth: _____				
Home Address: _____							
City: _____		State: _____		Zip Code: _____			
Primary Telephone Number (with area code): (_____) _____ - _____							
Secondary Telephone Number (with area code: (_____) _____ - _____							
Email address: _____							
RESIDED AT ABOVE ADDRESS FROM _____ TO _____							
(Month, Year)				(Month, Year)			

If hired, can you furnish proof that you are eligible to work in the United States? ☐ YES ☐ NO

Are you 18 years of age or older? ☐ YES ☐ NO

If applying for a position which will require driving, please provide:

Driver's License #: _____ Class: _____ State: _____

Have you ever been employed by James Valley Grain LLC? ☐ YES ☐ NO

If yes, Dates From: _____ To: _____

Job Title: _____ Supervisor: _____

Reason for leaving: _____

EDUCATIONAL HISTORY

NAME OF SCHOOL/LOCATION	DID YOU GRADUATE or highest grade completed?	DEGREE/DIPLOMA CERTIFICATE	MAJOR
HIGH SCHOOL NAME, CITY, AND STATE			
COLLEGE OR UNIVERSITY NAME, CITY, AND STATE			
GRADUATE SCHOOL NAME, CITY AND STATE			
TECHNICAL, BUSINESS OR VOCATIONAL TRAINING			

PROFESSIONAL DESIGNATIONS – List all relevant licenses or professional designations, certifications, affiliations or memberships held.

Name of organization: _____

Website address: _____

Designation: _____

Date(s)/Year(s): _____ Is Your Designation Current? ☐ YES ☐ NO

Are/were you an officer? ☐ YES, Title: _____ ☐ NO

Name of organization: _____

Website address: _____

Designation: _____

Date(s)/Year(s): _____ Is Your Designation Current? ☐ YES ☐ NO

Are/were you an officer? ☐ YES, Title: _____ ☐ NO

OTHER PROFESSIONAL DESIGNATIONS:

WORK HISTORY

Enter in your past seven (7) years of employment, starting with your most current employer. Failure to provide complete information may result in rejection of your application.

MAY WE CONTACT YOUR PRESENT EMPLOYER?

☐ YES☐ NO**COMPANY NAME:** _____**ADDRESS:** _____**City:** _____ **State** _____ **Zip:** _____**PHONE:** _____ **FAX:** _____**EMAIL ADDRESS:** _____**JOB TITLE:** _____**PRIMARY JOB RESPONSIBILITIES:**

Worked from _____ **to** _____ **FINAL WAGE:** _____
(mm/dd/yy) (mm/dd/yy)**REASON FOR LEAVING:** _____**COMPANY NAME:** _____**ADDRESS:** _____**City:** _____ **State** _____ **Zip:** _____**PHONE:** _____ **FAX:** _____**EMAIL ADDRESS:** _____**JOB TITLE:** _____**PRIMARY JOB RESPONSIBILITIES:**

Worked from _____ **to** _____ **FINAL WAGE:** _____
(mm/dd/yy) (mm/dd/yy)**REASON FOR LEAVING:** _____

COMPANY NAME: _____
ADDRESS: _____
City: _____ **State** _____ **Zip:** _____
PHONE: _____ **FAX:** _____
EMAIL ADDRESS: _____
JOB TITLE: _____
PRIMARY JOB RESPONSIBILITIES:

Worked from _____ **to** _____ **FINAL WAGE:** _____
(mm/dd/yy) (mm/dd/yy)
REASON FOR LEAVING: _____

REFERENCES

Please list at two or three work-related references. Current or past supervisors/managers are strongly preferred. Do not include relatives.

Reference's Name: _____
Job Title: _____ Work Relationship: _____
Company Name, City, State: _____
Telephone (with area code): _____
E-mail Address: _____

Reference's Name: _____
Job Title: _____ Work Relationship: _____
Company Name, City, State: _____
Telephone (with area code): _____
E-mail Address: _____

Reference's Name: _____
Job Title: _____ Work Relationship: _____
Company Name, City, State: _____
Telephone (with area code): _____
E-mail Address: _____

Resume attached: ☐ YES ☐ NO

CAREFULLY READ ENTIRE STATEMENT BELOW AND SIGN

I certify that the facts set forth in this application are, to the best of my knowledge, true and complete. I acknowledge that James Valley Grain, LLC may rely on my representations in this application in making its hiring decision. I understand that any false statement or omission of information submitted on this application may result in my not being hired or, if discovered later, my immediate discharge.

I authorize investigation of all statements contained herein and authorize the references and previous employers listed above to give James Valley Grain, LLC any and all information requested concerning my previous employment and any pertinent information they may have, personal or otherwise. I understand that the results of such an investigation may be used to determine whether I will be hired. I hereby release said references, investigators, previous employers and James Valley Grain, LLC from all liability for any damage that may result from furnishing or receiving this information.

I further agree that, if employed, I will conform my conduct to James Valley Grain, LLC rules and understand that my employment is "at will" and can be terminated with or without cause, and with or without notice, at any time, at my option or the option of James Valley Grain, LLC where applicable. I also understand that this application and any employment manuals or handbooks that may be distributed to me during my employment shall not be regarded as a contract.

Applicant's full name (please print clearly)

Applicant's Signature

DATE