



PO Box 6, Hwy 5 West Columbus, ND 58727
 Phone: 701.939.6671 – Fax: 701.939.6666 – Toll Free: 800.472.2983

Thank you for your interest in employment with Burke-Divide Electric. When this completed application is returned, it will be held on file for six months and reviewed as job vacancies occur. This form was designed for persons applying for various types of positions. Some questions may not completely apply to your situation, but we ask that you answer the questions to the best of your ability.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you eligible to work in the United States? YES NO Proof of citizenship or immigration status will be required.

Have you ever worked for this company? YES NO If so, when? _____

Do you have any relatives employed by BDEC, or on the Board of Directors? YES NO If yes, please list name and relationship of each relative: _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Education

TYPE OF SCHOOL	NAME, CITY, STATE	DIPLOMA/DEGREE	MAJOR/PROGRAM
HIGH SCHOOL			N/A
COLLEGE OR UNIVERSITY			
OTHER SCHOOL OR TRAINING ORGANIZATION			

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Burke-Divide Electric Cooperative, Inc. is an Equal Opportunity Employer and prohibits discrimination based on race, color, religion, sex, national origin, age, disability or genetic information.

Burke-Divide Electric Cooperative, Inc. is a smoke-free workplace per N.D.C.C 23-12-9 to 23-12-11.

Signature: _____ Date: _____