

# APPLICATION FOR EMPLOYMENT



*Iowa Northern Railway Company is an Equal Opportunity Employer. It is our policy to provide equal opportunity in all areas of employment practice and to assure that there shall be no discrimination against any employee or applicant for employment because of race, color, religion, sex, creed, national origin, age, disability, sexual orientation, gender identity or any other characteristic protected by law.*

**Please Print**

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
First Middle Initial Last

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ How many years at this address? \_\_\_\_\_

Previous Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ How many years at this address? \_\_\_\_\_

Home Phone: \_\_\_\_\_ Best day(s) and time to call: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Best day(s) and time to call: \_\_\_\_\_

Are you 18 years or older? Yes  No

Are you legally eligible for employment in the U.S.? Yes  No

Have you previously applied for employment with Iowa Northern Railway Company? Yes  No  Dates: \_\_\_\_\_

Have you previously worked for Iowa Northern Railway Company? Yes  No  Dates (from/to): \_\_\_\_\_

What led you to apply at Iowa Northern Railway Company (check one):

Own Initiative:  Walk-in  Write-in Other (specify): \_\_\_\_\_

Answered Ad:  Walk-in  Write-in

Referred By:  Agency  Professional Organization  Campus Listing  Temporary Agency

Employee (name of employee): \_\_\_\_\_

Do you have any relatives/friends employed at Iowa Northern Railway Company? Yes  No

If yes, please list name(s) and Relationship: \_\_\_\_\_

Are you willing to relocate? Yes  No

Geographical Preference: \_\_\_\_\_ Geographical Limitations (specify) \_\_\_\_\_

Are you willing to work overtime as required? Yes  No

Which shifts are you willing to work?  Day  Evening  Midnight  Split

Date available for employment: \_\_\_\_\_ Hourly Rate/Salary Desired: \_\_\_\_\_

**POSITION APPLYING FOR**

Position Applied for: \_\_\_\_\_ Full Time  Part Time  Summer Employment  Temporary

Professional/Technical (check your primary field of interest)

- Mechanical Locomotive       Mechanical Car       Locomotive Engineer       Conductor
- Administrative       Maintenance of Way (Track)       Dispatcher       Marketing
- Human Resources       Information Systems       Accounting       Customer Service
- Other: \_\_\_\_\_

For Administrative positions, please complete the following.

Which of the following skills do you possess (check all that apply)?

- MS Office, your proficiency level [scale of 1(minimal) to 5 (expert)]: \_\_\_\_\_
- Data Entry, keystrokes per hour: \_\_\_\_\_ Other software skills: \_\_\_\_\_

**EDUCATION**

School	Name & Address	Did You Graduate?	Major or Courses of Study or Type of Degree Received.
<b>High School</b>			
<b>Post High School</b>			

Are you willing to enhance your technical and professional skills on your own time with company reimbursement of costs? Yes  No

**ADDITIONAL INFORMATION**

If the position you are seeking involves travel in a personal or company vehicle, please indicate the following:

Current Driver's License Number: \_\_\_\_\_ States in which you have held a driver's license: \_\_\_\_\_

Have you had any driving violations or accidents in the last 3 years? No  Yes  (explain) \_\_\_\_\_

I hereby authorize Iowa Northern Railway Company or any employee thereof to verify my driving record with the State Department of Motor Vehicles: Yes  No  Initial \_\_\_\_\_

Do you have a CDL (Commercial Driver's License)? Yes  No

Can you operate heavy equipment? Yes  No  Experience: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor crime? Yes  No

If yes, please list all adult convictions including felony and misdemeanor convictions. Do not disclose information pertaining to sealed or expunged conviction records. \_\_\_\_\_

**(Note: A conviction is not an automatic bar to employment. Each case is considered in relation to the position applied for.)**

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## GENERAL INFORMATION

Do you have any present business interests or relationships that might be construed to conflict with your duties with us?

No  Yes  (explain) \_\_\_\_\_

Can you perform the essential job functions of the position for which you are applying with or without a reasonable accommodation?  
(If you have any question as to what functions are applicable to the position for which you are applying, please ask before you answer this question)

Yes  No  (explain) \_\_\_\_\_

List any additional skills and knowledge which relates to your ability to perform the job for which you have applied such as licenses, professional memberships, computer knowledge, and special interests. Omit any organizations which may indicate reference to race, color, age, religion, disability, national origin or veteran status.

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## EMPLOYMENT HISTORY

Please fill out this section completely. Do not indicate "refer to resume." Please list all work experience, starting with your current or most current employer. Resumes are accepted as supplemental information.

If additional information is attached, please check here.

<b>Present Employer:</b>		<b>Job Title:</b>	
<b>Address:</b>		<b>Job Duties:</b>	
<b>Telephone Number</b> ( )	<b>Immediate Supervisor:</b>	<b>Beginning Salary/Hourly Rate:</b>	<b>Final Salary/Hourly Rate:</b>
<b>Dates Employed:</b> <b>From:</b> <b>To:</b>		<b>Reason for Leaving:</b>	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			

<b>Employer:</b>		<b>Job Title:</b>	
<b>Address:</b>		<b>Job Duties:</b>	
<b>Telephone Number</b> ( )	<b>Immediate Supervisor:</b>	<b>Beginning Salary/Hourly Rate:</b>	<b>Final Salary/Hourly Rate:</b>
<b>Dates Employed:</b> <b>From:</b> <b>To:</b>		<b>Reason for Leaving:</b>	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			

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May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			

<b>Employer:</b>		<b>Job Title:</b>	
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<b>Dates Employed:</b> <b>From:</b> <b>To:</b>		<b>Reason for Leaving:</b>	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Have you ever been discharged or requested to resign from a position? No  Yes  (explain): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**REFERENCES**

List three people not related to you whom you have known at least one year (these should be professional/work related references).

<b>Name:</b>	<b>Address:</b>	
<b>Telephone Number:</b>	<b>Relationship:</b>	<b>Years Known:</b>

<b>Name:</b>	<b>Address:</b>	
<b>Telephone Number:</b>	<b>Relationship:</b>	<b>Years Known:</b>

<b>Name:</b>	<b>Address:</b>	
<b>Telephone Number:</b>	<b>Relationship:</b>	<b>Years Known:</b>

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**AUTHORIZATION: Please read and understand this statement before signing your application:**

Upon signing this application; I acknowledge that Iowa Northern Railway Company (the Company) relies on information provided by me for employment consideration. I understand that false information, misrepresentation, or concealment are grounds for my dismissal at any time during my employment. I understand my employment is conditional upon the Company obtaining information, including, but not limited to, my employment, education, credit, prior work, including my disciplinary record, general reputation, and character. I authorize the Company to obtain such information or verification from any source as required without any obligation to provide me with such written notice of such disclosure. I understand this serves as notice under the Federal Fair Credit Reporting Act that a consumer report to obtain such information may be procured. I hereby release the Company and all such sources from any liability as a result of such inquires and disclosures.

In considerations of my employment, I agree to conform to the rules and regulations of the Company. I understand and agree that my employment is for an indefinite period of time and that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, at the option of either the Company or myself. I further understand that the Company's policies and procedures are merely guidelines that are subject to change at the sole discretion of the Company and that they do not constitute contracts of employment. I understand that no representative of the Company other than the President of the Company has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. All agreements shall be expressly stated in writing directed to me personally and signed by the President of the Company.

I understand that Iowa Northern Railway Company has a commitment to maintain an alcohol/drug-free workplace and that Iowa Northern Railway Company, unless prohibited by state law, requires a drug screening test as a part of its selection and hiring process. I understand that such drug screening will consist of the testing of a urine sample or other medically recognized test designed to detect traceable amounts of a controlled substance in my body. If it is determined my specimen contains a controlled substance or was altered or substituted, I will be disqualified from consideration for employment and any offer of employment will be withdrawn. I further understand and agree that if I am employed, I may be required to submit to drug-testing under certain circumstances during my employment.

**I fully understand and accept all terms and conditions in the above statement.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_