



**MAINTENANCE**  
SOLUTIONS COOPERATIVE

**Maintenance Solutions Cooperative**

235 Sims Street · Dickinson, ND 58601  
(701) 355-5860 · [www.iea.coop](http://www.iea.coop)

*An Equal Employment Opportunity Employer*

**APPLICANT INSTRUCTIONS**

If you need help completing this application form or for any phase of the employment process, please notify [hr@iea.coop](mailto:hr@iea.coop) and every effort will be made to accommodate your needs. Submit this Job Application and all supporting documentation to [hr@iea.coop](mailto:hr@iea.coop)  
*Incomplete applications will not be considered.*

**GENERAL**

Name: (last, first, middle initial)

Present Address (street, city, state, zip):

E-mail address:

Home Phone:

Cell phone:

Business phone:

Position for which you are applying:

Starting salary required:

\$ \_\_\_\_\_ per hour

Are you interested in:

Full-time employment or  Part-time employment

If accepted, when can you start?

Are you related to any MSC director or employee?

No  Yes If so, list names and relationships:

By who were you referred?

Are you at least 18 years of age?

Yes  No

The Cooperative will hire only U.S. citizens and aliens lawfully authorized to work in the U.S.

Are you a U.S. citizen?  Yes  No

If not a U.S. citizen, are you lawfully authorized to work in the U.S.?  Yes  No

Have you been convicted of a felony or drug-related offense within the last 7 years?  Yes  No

(This information will be reviewed for job relatedness and will not necessarily disqualify an applicant from employment.) If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been given a job-opening announcement that states the essential requirements of the position, or have the essential requirements been explained to you?  Yes  No

Are you capable of performing, with or without reasonable accommodation, the essential functions of the job for which you have applied?  Yes  No

## EMPLOYMENT

List below all present and past employment, beginning with your most recent, including military service. If more than 3 past employers, please continue on an additional sheet.

### 1. Company name and address:

Title:	Phone No:	Type of Business:
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Duties:

From (month/year):	To (month/year):
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Name of supervisor(s):	Reason for leaving:
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### 2. Company name and address:

Title:	Phone No:	Type of Business:
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Duties:

From (month/year):	To (month/year):
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Name of supervisor(s):	Reason for leaving:
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### 3. Company name and address:

Title:	Phone No:	Type of Business:
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Duties:

From (month/year):	To (month/year):
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Name of supervisor(s):	Reason for leaving:
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**May we contact employers listed above?**    Yes    No

If not, indicate which one(s) you do not wish us to contact:

## EDUCATION

If your school records are under a different name, please enter that name:

**High School** (name and address):

Years completed:

Did you graduate?  
 Yes  No

**College** (name and address):

Years completed:

Did you graduate?  
 Yes  No

List diploma or degree:

Course of study (major/minor):

**Other** (name and address):

Years completed:

Did you graduate?  
 Yes  No

List diploma or degree:

Are you attending school or taking courses now?  Yes  No If yes, where?

List scholastic honors:

## SKILLS & ABILITIES

**If applicable to the position** for which you are applying, indicate your skills and abilities in the following areas:

Do you have an appropriate valid driver's license?  Yes  No

Do you have a Commercial Driver's License?  Yes  No  
Class \_\_\_\_\_ Endorsements/Restrictions: \_\_\_\_\_

Can you travel if the position requires travel?  Yes  No

Do you speak a second language?  Yes  No Specify: \_\_\_\_\_

List specific software experience:

List any additional skills:

Equipment operated (bucket truck, trencher, etc.):

**PROFESSIONAL REFERENCES**

Do not refer to relatives. Include only individuals familiar with your work ability.

NAME	ADDRESS (street, city, state, zip, phone number)	YEARS KNOWN	OCCUPATION
1.			
2.			
3.			

**REMARKS**

Please add any statements which you feel may help to clarify answers to the questions in this application. Also, you may add job-related volunteer activities or knowledge, skills, and abilities as they relate to the job for which you are applying. (You may exclude information which would reveal race, religion, age, disability, or other protected status.)


**PLEASE READ CAREFULLY**

*I certify that the facts contained in this application are true and complete. I understand that falsified statements on this application shall be considered cause for discharge.*

*I understand that any offer of employment made by Maintenance Solutions Cooperative is contingent upon the satisfactory results of a medical examination and a drug screen.*

*I agree to conform to the rules, regulations and policies of the Cooperative and acknowledge that these rules, regulations, policies and any other terms and conditions, including benefits, may be changed by the Cooperative at any time and without prior notice to me, except as provided in any union contract applicable to my employment. I further acknowledge and agree that my employment may be terminated, with or without prior notice, at any time, at the will of the Cooperative or me, with or without cause except as provided in any union contract applicable to my employment.*

*No representative or employee of the Cooperative, with the exception of the CEO/General Manager, has the authority to enter into any contract or agreement to the contrary, and then only if such commitment is in a written document signed by the CEO/General Manager and either the employee or any union representing the employee.*

*This application will be maintained in the Cooperative's active files for six months only, unless renewed.*

*I acknowledge that I have read and understand these terms. If signed electronically, it is my intention that the marks made herein constitute my signature for purpose of this Application.*

Date:

Signature:

**The completed application must be saved to your computer and e-mailed as an attachment.**

**No paper or mail applications will be accepted.**