



# Employment Application

## Bighorn Divide & Wyoming Railroad

601 East 1st St., PO Box 387

Shoshoni, WY 82649

Phone: (307) 876-2624 Fax: (307) 876-2406

### An Equal Opportunity Employer

Bighorn Divide and Wyoming Railroad does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for required signatures. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Positions Applied For:		Date:
Last Name:	First Name:	Middle Name:
Address:		
City:		State: Zip Code:
Telephone:	Cell:	Last Four of Social Security #

Have you ever filed an application with BDW before?

☐ Yes ☐ No

If "yes" please give date.

\_\_\_\_\_

Have you ever been employed with BDW before?

☐ Yes ☐ No

If "yes" please give hire date and separation date.

\_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the United States?

☐ Yes ☐ No

On what date would you be available for work?

\_\_\_\_\_

Are you available to work:

(Check all that apply)

☐ Full Time ☐ Part Time ☐ Temporary ☐ Weekends ☐ Evenings ☐ Nights ☐ Days

List any areas of BDW in which you *WILL NOT* accept employment:

\_\_\_\_\_

Have you ever been convicted of any Felonies?

☐ Yes ☐ No

If "yes" please explain:

\_\_\_\_\_

Please tell us where you heard about this position:

☐ Employment Agency ☐ Friend ☐ Newspaper ☐ Radio ☐ Relative

Education

	High School / GED				Voc / Technical				Undergraduate College / University				Graduate / Professional			
School Name and Location <i>Include City and State</i>																
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4
GED/Diploma/Degree																
Describe Course of Study																
Describe any honors you have received																

List professional, trade, business or civic activities and offices held. *Exclude memberships which would reveal sex, race, color, religion, national origin, age, disability or other protected status.*

Skills and Qualifications

Summarize any special job-related skills acquired from employment, volunteer work or other experience.

References

Give the name, address (including city and state), and telephone number of at least three references whom are not related to you and are not previous employers.

## Employment Experience

This section **must** be completed. Resumes **may not** be substituted.

List employers in consecutive order with most recent employer first. Account for all periods of time, including military service and any periods of unemployment. If self-employed, give firm name and supply business references. *An offer of employment may be contingent upon acceptable references from current and/or former employers.*

Employer		Dates Employed (Month/Year)		Work Performed		
Address Including City and State		From	To			
Telephone Number(s)		Hourly Rate / Salary				
Job Title	Supervisor			Starting	Final	
Reason For Leaving						
Employer		Dates Employed (Month/Year)		Work Performed		
Address Including City and State		From	To			
Telephone Number(s)		Hourly Rate / Salary				
Job Title	Supervisor			Starting	Final	
Reason For Leaving						
Employer		Dates Employed (Month/Year)		Work Performed		
Address Including City and State		From	To			
Telephone Number(s)		Hourly Rate / Salary				
Job Title	Supervisor			Starting	Final	
Reason For Leaving						

Name Of Employer	City, State	Dates Employed (Month/Year)		Hourly Rate / Salary		Reason For Leaving
		From	To	Starting	Final	

Have you worked or attended school under any other name?

☐ Yes

☐ No

If "yes," give names:

\_\_\_\_\_

Are you currently employed?

☐ Yes

☐ No

May we contact your present employer?

☐ Yes

☐ No

Have you ever been fired from a job or asked to resign?

☐ Yes

☐ No

If "yes," please explain:

\_\_\_\_\_

# Driving Record

The following information is required if you are applying for a position in which you will operate a company vehicle, or railroad equipment for employment purposes. If this section is not completed, you will not be eligible for employment in these positions.

## Valid Driver's License

Number: \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_ Expires: \_\_\_\_\_

Have you been convicted of, or had a completed state action to cancel, revoke, suspend, or deny a motor vehicle drivers license, for operating a motor vehicle while under the influence of, or impaired by alcohol or a controlled substance in the last 36 months?

☐ Yes

☐ No

If "yes" please give date(s) \_\_\_\_\_

Traffic Violations:

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Type: \_\_\_\_\_

Traffic Violations:

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Type: \_\_\_\_\_

## Applicant's Statement

Please read each statement carefully before signing.

I certify that all information provided during this employment application process is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the Bighorn Divide & Wyoming Railroad, Inc. or its agents may investigate my background to ascertain any and all information of concern to my record, whether same is of record or not, and I release employers and persons named herein from all liability for any damages on account of furnishing such information.

I agree and understand that under the Fair Credit Reporting Act, Public Law 91-508, I have been told that this investigation may include an investigating Consumer Report, including information as to my character, mode of living, work habits, performance, and experience, along with reasons for termination from past employment.

I agree to furnish such additional information and complete such examinations as may be required to complete my application file.

I hereby consent to a pre and/or post-employment drug screening as a condition of employment, if required.

I agree and understand that this Application for Qualification in no way obligates Bighorn Divide & Wyoming Railroad, Inc. to employ or hire the applicant.

Regardless of whether or not I become employed by the company, I recognize that this application is not and should not be considered a contract of employment. I understand employment at the company is on an at will basis and that my employment may be terminated with, or without cause, and without notice, at any time, at my option or the company's, unless specifically provided otherwise in a written contract. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed written document.

I have read, understand, and by my signature, consent to the preceding statements.

Signed: \_\_\_\_\_

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

This application will remain active for a limited time. Ask the organization's representative for details