

Date

Position Applying For

Name



TWIN CITIES & WESTERN  
RAILROAD COMPANY  
&  
MINNESOTA PRAIRIE LINE INC.

Application For Employment

Twin Cities & Western Railroad Company  
&  
Minnesota Prairie Line Inc.  
2925 12th St E  
Glencoe, MN 55336

320-864-7201 (Telephone) 320-864-7231 (Facsimile) [www.tcwr.net](http://www.tcwr.net) (Website)

THIS ORGANIZATION IS AN EQUAL OPPORTUNITY EMPLOYER, FEDERAL AND STATE LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT PRACTICES BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE OR NATIONAL ORIGIN. NO QUESTIONS ON THIS APPLICATION ARE ASKED FOR THE PURPOSE OF LIMITING OR EXCLUDING ANY APPLICANT'S CONSIDERATION FOR EMPLOYMENT BECAUSE OF HIS OR HER RACE, COLOR, RELIGION, SEX, AGE, OR NATIONAL ORIGIN.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

|                  |            |          |                |               |                                |
|------------------|------------|----------|----------------|---------------|--------------------------------|
| DATE             | HOME PHONE |          | BUSINESS PHONE |               |                                |
| NAME— PRINT FULL | LAST       | FIRST    | MIDDLE         |               |                                |
| PRESENT ADDRESS  | (NUMBER)   | (STREET) | (CITY)         | (STATE) (ZIP) | HOW LONG HAVE YOU LIVED THERE? |
| PREVIOUS ADDRESS | (NUMBER)   | (STREET) | (CITY)         | (STATE) (ZIP) | HOW LONG DID YOU LIVE THERE?   |

**GENERAL INFORMATION**

Do you feel you are capable of performing the essential functions of the job you are applying for?

YES NO

Please explain why you are the best qualified candidate for the job.

Are you prevented from being lawfully employed in this country due to visa or immigration status?

YES NO

(Proof of employment eligibility will be required upon offer of employment)

|              |   |
|--------------|---|
| REFERRED BY: | LIST NAMES OF ANY FRIENDS OR RELATIVES CURRENTLY EMPLOYED BY THIS COMPANY |
|--------------|---|

**EDUCATION**

| Name of School or College                | Where Located | Circle Last Year Completed | Graduate Yes or No                            |
|--|---------------|----------------------------|---|
| High School                              |               | 9 10 11 12                 |   |
| College or University                    |               | 1 2 3 4                    | Degree  |
| Technical or Other Training              |               |                            |   |
| Are you currently studying?<br>Yes<br>No | What          | Where                      | Do you plan to return to school?<br>Yes<br>No |

**EMPLOYMENT DESIRED**

|   |  |   |
|---|--|---|
| POSITION APPLYING FOR?  | WHEN WOULD YOU BE ABLE TO START?                   | STARTING SALARY EXPECTED?                                     |
| HAVE YOU APPLIED TO THIS COMPANY BEFORE?<br>YES            NO | PREVIOUS RAILROAD EXPERIENCE?<br>YES            NO | MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?<br>YES            NO |
| WHEN?   | WHERE & WHEN?                                      | PAST EMPLOYERS?    YES    NO                                  |

**SKILLS**

*(Please check all that apply)*

|                              |                      |                    |
|------------------------------|----------------------|--------------------|
| Word Processor - Type        | Typewriter - WPM     | Adding Machine     |
| Bookkeeping - Billing - Type | Shorthand - WPM      | Calculator - Type  |
| Personal Computer - Type     | Computer - Type      | Welding - Type     |
| Boom Truck                   | MOW Equipment - Type | Locomotives - Type |
| Other                        |                      |                    |

**WORK EXPERIENCE**

*(Please indicate years/months of experience)*

|                       |                 |                                 |
|-----------------------|-----------------|---------------------------------|
| Accounting            | Collections     | Payroll                         |
| Telephone Switchboard | Data Processing | Filing                          |
| Working with Tariffs  | Legal           | Manager/Supervisor of Personnel |
| Engineering           | Conducting      | Mechanical - Locomotives        |
| Mechanical - Car Shop | MOW             |                                 |

**FORMER EMPLOYERS**

| Employment History | Name & Address of Co. | From Mo / Yr | To Mo / Yr | Job & Duties (brief explanation) Additional sheets accepted | Name & Phone No. of Supervisor | Monthly Salary | Reason for Leaving |
|--------------------|-----------------------|--------------|------------|---|--------------------------------|----------------|--------------------|
| Present (Last)     |                       |              |            |   |                                |                |                    |
| Next Previous      |                       |              |            |   |                                |                |                    |
| Next Previous      |                       |              |            |   |                                |                |                    |
| Next Previous      |                       |              |            |   |                                |                |                    |
| US Military        | Branch                |              |            | Highest Rank  | Duty Specialty                 |                |                    |

**REFERENCES**

| Name | Phone No | Yrs Acquainted/ Relationship | Occupation |
|------|----------|------------------------------|------------|
|      |          |                              |            |
|      |          |                              |            |
|      |          |                              |            |

I certify that the facts contained in this application and given during the interview process are true and complete to the best of my knowledge and understand that, if employed, falsified statements, including those which are misleading, inaccurate or omissions, in connection with my application process, may result in my rejection or discharge. I authorize investigation of all statements contained and the references listed herein or in the interview process to give you any and all information concerning my previous employment and any pertinent information they have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you. I authorize Twin Cities & Western Railroad Company & Minnesota Prairie Line Inc. to conduct a thorough background check on me. I understand information relating to my employment may be shared with other companies directly related to Twin Cities & Western Railroad Company & Minnesota Prairie Line Inc (i.e. Red River Valley & Western Railroad Company).

I understand and agree that, if hired, my employment is at-will, meaning that it is for no definite period and may, regardless of the date or payment of my wages and salary, be terminated at any time without any prior notice. I further understand and agree that my at will status will continue unless and until expressly modified in writing signed by myself and the President of Twin Cities & Western Railroad Company & Minnesota Prairie Line Inc. **A pre-placement physical and drug screen urinalysis at the Company's expense, as well as other requirements are conditions of employment, and I agree to such.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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&**

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***THIS SPACE IS FOR TCW/MPL OFFICE USE ONLY***

INTERVIEW DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ BY: \_\_\_\_\_

POSITION INTERVIEWED FOR: \_\_\_\_\_

INTEREST IN OTHER POSITIONS: \_\_\_\_\_

REFERENCE CHECK 1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_

PAST EMPLOYMENT 1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_

PRE-PLACEMENT PHYSICAL DATE \_\_\_\_\_ TIME \_\_\_\_\_

RECEIPT OF PHYSICAL RESULTS \_\_\_\_\_ DRUG SCREEN RESULTS \_\_\_\_\_

COMMENTS \_\_\_\_\_