



Application Instructions

Complete all applicable sections and submit this application with your resume to jobs@dakotaenergy.coop. To request a reasonable accommodation during the application or interview process, call (605) 352-8591.

POSITION DETAILS

Position applied for

Application date (MM/DD/YYYY)

Employment type

☐ Full-time ☐ Part-time ☐ Temporary

APPLICANT INFORMATION

Full legal name (last, first, middle)

Social Security number

Street address

City

State

ZIP code

Primary phone

Email address

AVAILABILITY AND JOB REQUIREMENTS

Date available to begin (MM/DD/YYYY)

Schedule restrictions, if any

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Are you over 18 years of age?

☐ Yes ☐ No

Can you work the schedule stated in the posting, including overtime or on-call duty if required?

☐ Yes ☐ No

If the position requires driving, do you have a current valid driver's license?

☐ Yes ☐ No

Do you have a current commercial driver's license (CDL)?

☐ Yes ☐ No

Can you perform the position's essential functions, with or without reasonable accommodation?

☐ Yes ☐ No

Have you previously worked for DEC or another electric cooperative?

☐ Yes ☐ No

If yes, list organization, position, and dates:

Have you ever been convicted or pleaded guilty or nolo contendere to a felony?

☐ Yes ☐ No

Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation, and position applied for will be taken into account.

If yes, please provide date(s) and details:

Are you related to any employee of the Cooperative or member of the DEC Board of Directors?

☐ Yes ☐ No

If yes, list name, position, and relationship:



EDUCATION AND TRAINING

List education, apprenticeships, and training relevant to the position. Do not include graduation years unless required to verify a current credential.

School / training provider	Years	City, state	Field of study	Credential / degree

LICENSES AND CERTIFICATIONS

License / certification	Issuing organization	State / class	Expiration

SKILLS AND QUALIFICATIONS

Job-related skills, training, and qualifications

Computer, software, and technology skills

Equipment, machinery, tools, or vehicles you can operate proficiently

Other qualifications or information relevant to this position



EMPLOYMENT HISTORY

Include paid, military, internship, or volunteer experience relevant to the position. Complete this section even if a resume is attached; attach an additional page if more space is needed.

EMPLOYER 1

List current or most recent employer first

Employer / organization

City, state

Phone

Job title

From (MM/YYYY)

To (MM/YYYY or Present)

Supervisor name and title

May we contact this employer now?

☐ Yes

☐ No

☐ Later

Reason for leaving (or seeking other employment)

Starting hourly rate/salary

Final hourly rate/salary

Primary duties, responsibilities, and accomplishments

EMPLOYER 2

List current or most recent employer first

Employer / organization

City, state

Phone

Job title

From (MM/YYYY)

To (MM/YYYY or Present)

Supervisor name and title

May we contact this employer now?

☐ Yes

☐ No

☐ Later

Reason for leaving (or seeking other employment)

Starting hourly rate/salary

Final hourly rate/salary

Primary duties, responsibilities, and accomplishments



EMPLOYMENT HISTORY

Include paid, military, internship, or volunteer experience relevant to the position. Complete this section even if a resume is attached; attach an additional page if more space is needed.

EMPLOYER 3

List current or most recent employer first

Employer / organization

City, state

Phone

Job title

From (MM/YYYY)

To (MM/YYYY or Present)

Supervisor name and title

May we contact this employer now?

☐ Yes

☐ No

☐ Later

Reason for leaving (or seeking other employment)

Starting hourly rate/salary

Final hourly rate/salary

Primary duties, responsibilities, and accomplishments

EMPLOYER 4

List current or most recent employer first

Employer / organization

City, state

Phone

Job title

From (MM/YYYY)

To (MM/YYYY or Present)

Supervisor name and title

May we contact this employer now?

☐ Yes

☐ No

☐ Later

Reason for leaving (or seeking other employment)

Starting hourly rate/salary

Final hourly rate/salary

Primary duties, responsibilities, and accomplishments



PROFESSIONAL REFERENCES

List three professional references who are not related to you. Former supervisors may be included.

Name	Professional relationship	Phone	Email	Years

APPLICANT CERTIFICATION

I certify that the information provided in this application and any accompanying materials is true and complete to the best of my knowledge. I understand that a material misstatement or omission may disqualify me from consideration or, if I am hired, may result in termination of employment.

I authorize Dakota Energy Cooperative, Inc. (DEC) to verify the employment, education, licenses, certifications, and references identified in this application or my resume. I understand that any legally required disclosure and authorization for a consumer report or background check will be provided separately.

I understand that this application is not an offer or contract of employment. If hired, my employment will be at will, meaning that either DEC or I may end the employment relationship at any time, with or without cause or notice, subject to applicable law. No oral statement changes this relationship; any change must be in a written agreement authorized by DEC.

I understand that any offer may be contingent on position-related, post-offer requirements permitted by law, which may include verification of driving or license records, a drug screen, a physical examination, or other job-related screening. DEC is an equal opportunity employer. Qualified applicants may request a reasonable accommodation for the application or interview process.

By signing below, I acknowledge that I have read, understand, and agree to the statements above.

Applicant signature (handwritten or typed)

Date (MM/DD/YYYY)

How did you learn about this opening?

☐ Resume attached

☐ Additional pages attached

Submit your completed application and resume to jobs@dakotaenergy.coop

Applications are considered for the specific opening identified above.



DEC is an equal opportunity employer. All applicants are considered without regard to race, color, religion, gender, sexual orientation, marital status, age, national origin, military status, veteran status, disability, or any status that is protected by state or federal law. DEC by virtue of its federal contracts is subject to the equal employment opportunity and affirmative action obligations of Executive Order 11246, as amended, and its implementing regulations which require the Cooperative to conduct statistical analyses using data on the race and sex of applicants for employment, to be included in its Affirmative Action Program for Minorities and Women. Additionally, the Cooperative is required to submit this information to the U.S. Department of Labor's Office of Federal Contract Compliance Programs upon request.

APPLICANT INFORMATION

Name	Application date (MM/DD/YYYY)
Position applied for	Applicant type
	☐ New ☐ Internal

HOW YOU LEARNED ABOUT THIS OPENING

- | | | |
|---|--|--|
| ☐ DEC website | ☐ Facebook | ☐ SDWORKS / Job Service |
| ☐ Current employee | ☐ Newspaper / publication | ☐ School / training program |

Other

VOLUNTARY RACE, ETHNICITY, AND SEX INFORMATION

Dakota Energy Cooperative, Inc. is an equal opportunity employer. DEC requests the information below to monitor equal employment opportunity and applicant-flow practices and, where applicable, satisfy reporting, federal contractor, and insurance-audit obligations. Providing this information is voluntary. Declining to respond will not affect consideration for employment. This page will be separated from the application, maintained confidentially, and used only for authorized compliance and monitoring purposes.

ETHNICITY - Select one

- ☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Decline to answer

RACE - Select one or more

- | | | |
|--|--------------------------------|--|
| ☐ American Indian or Alaska Native | ☐ Asian | ☐ Black or African American |
| ☐ Native Hawaiian or Other Pacific Islander | ☐ White | ☐ Decline to answer |

SEX - Select one

- ☐ Female ☐ Male ☐ Decline to answer

PROTECTED VETERAN STATUS

Dakota Energy Cooperative, Inc. requests this information voluntarily to meet applicable federal contractor obligations and monitor equal employment opportunity. Your response is confidential, will be kept separate from your application and will not be used in making an employment decision. Declining to respond will not result in adverse treatment.

- ☐ **Disabled veteran** A veteran of the U.S. military, ground, naval, or air service who is entitled to compensation under laws administered by the Department of Veterans Affairs, or who was discharged or released from active duty because of a service-connected disability.
- ☐ **Recently separated veteran** A veteran during the three-year period beginning on the date of discharge or release from active duty in the U.S. military, ground, naval, or air service.
- ☐ **Active duty wartime or campaign badge veteran** A veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.
- ☐ **Armed Forces service medal veteran** A veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a U.S. military operation for which an Armed Forces service medal was awarded.