

# HOW TO APPLY

Access to the [CHS Inc Career Page \(click here\)](#)



## CAREERS

- Overview & Benefits »
- Interns »
- Drivers »
- Military »

## FIND YOUR PLACE WITH CHS

If you're looking for a place where you can use your skills and expertise to make a difference, consider CHS. As the nation's leading cooperative, we help farmers feed the world.

**APPLY NOW**  
for a career with CHS

**APPLY NOW**  
for a career with  
member cooperatives

**For assistance and help**

### The Fine Print



- [Accommodations Assistance](#)
- [CHS Equal Employment Opportunity Policy](#)
- [EEO is the Law poster](#)
- [How to Apply Guide](#)
- [Pay Transparency Statement](#)
- [FAQ](#)

**Create a log in**

Enter your email address and create a password. Then, select and answer one security questions. This step will enable you to log in and access your information to apply for jobs in the future.



**Optimize your application experience**

- Enable / Allow for pop-ups
- Use the latest version of Firefox, Google Chrome or Internet Explorer
- Clear your browsing history, cache and cookies
- Create a free email, click on one of the following [GMAIL](#) | [YAHOO](#) | [OUTLOOK](#)



Search from over 261 job opportunities

[Advance Search](#)

**Recently posted jobs**

6418BR  
**TEST - Custom Applicator - TEST**  
Inver Grove Heights  
Minnesota  
ACTIVE FULL TIME  
TEST CHS TESThas an opportunity in our Country Operations Division. We are looking ... more



**Sign In**

Email Address

Password

[Forgot Username or Password?](#)

[Don't have an account yet?](#)

## Search openings

**NOTE:** You must have a log in to apply to an open position.

Use the search criteria to identify the desired career opportunity and click **Search**.

If you would like to **display all posted jobs** simply click "Search" without selecting any search criteria.

The search results page shows you all of the jobs that matched your search criteria.

If there are too few or too many jobs, or if you would like to change your search criteria, use the left Narrow your search options.

The screenshot shows the CHS job search homepage. At the top right is the CHS logo. Below it are links for "Home" and "Sign in/Register". A blue banner on the left says "Optimize your application experience" with instructions: "Enable / Allow for pop-ups", "Use the latest version of Firefox, Google Chrome or Internet Explorer", "Clear your browsing history, cache and cookies", and "Create a free email, click on one of the following GMAIL | YAHOO | OUTLOOK". To the right is a "Work with us" image of two people in a field. Below the banner is a search bar with the text "Search from over 261 job opportunities". The search bar has a text input field for "Posting title, location, keywords, and", a dropdown for "City, state or zip code", and a green "Search" button. Below the search bar is an "Advance Search" link. To the right of the search bar is a "Sign In" section with "Email Address" and "Password" input fields, a "Forgot Username or Password?" link, and a green "Sign In" button. Below the search bar is a "Recently posted jobs" section with a job listing for "6418BR TEST - Custom Applicator - TEST" in Inver Grove Heights, Minnesota, for an "ACTIVE FULL TIME" position. The listing includes a "more" link.

Searchable criteria may include **Keyword**, **Auto req ID** (three to four numbers ending with BR), **location information**, **city**, **state**, **zip code**

For help with keyword searching, click the [view these tips](#) link. The **Keyword** field supports the use of AND, OR, and AND NOT when searching.

The screenshot shows the CHS job search results page. At the top left is a search bar with the text "Posting title, location, keyword" and "City, state or zip code", a green "Search" button, and an "Advance Search" link. To the right of the search bar is a red box containing the text "261 jobs found". Below the search bar is a "Narrow your search" section with the following filters: "Minimum Years of Experience Required" (radio button for "1 (2)"), "State/Province" (radio buttons for Alberta (2), Colorado (6), Geneva (1), Idaho (11), Illinois (15), Iowa (3), Kansas (13)), "Minimum Education Required" (radio buttons for Associate (1), GED / High School Diploma (1)), and "Career Type" (radio buttons for Accounting / Finance (19), Administrative / Office (16), Agronomy (73)). To the right of the filters is a "Sort by:" dropdown menu set to "Relevance" and a "Select jobs" link. Below the filters and sort menu is a list of job listings. The first listing is "6418BR TEST - Custom Applicator - TEST" in Inver Grove Heights, Minnesota, for an "ACTIVE FULL TIME" position. The second listing is "7423BR Agronomy Sales Representative" in Hannaford, North Dakota, for an "ACTIVE FULL TIME" position. The third listing is "7806BR Operations Specialist - Receiving" in Holland, Michigan. The fourth listing is "7447BR Custom Applicator" in Rockford, Washington. The fifth listing is "7840BR Driver" in Denver, Colorado. Each listing includes a "more" link.

The CHS application process will take a minimum of 10 minutes to complete, dependent on the extent of data you provide. If you are unable to finish your application, use the SAVE AND FINISH LATER button which will allow you to complete your application at a later time. All draft applications can be accessed in your profile options under 'saved draft'

Resources to assist you with completing your application are available on the [CHS career page \(click here\)](#).

## Application process

Each step in the application process is outlined below.

### Start Your Application

0%

#### TEST - Custom Applicator - TEST

Estimated completion time: **10-20 minutes**.

We greatly value your time and you will need the following information to complete this application:

- Current contact information
- Employment history for up to the past 7 years
- Education and Training information
- Resume (not required on all applications)

Resources, such as a How To Apply Guide and FAQ are available to assist you with completing your application by [clicking here](#). You will be re-directed to the CHS Career Page, and can use the browser back button to return to your application.

In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with CHS, please contact the CHS Talent Acquisition Team at [recruiting@chsinc.com](mailto:recruiting@chsinc.com) or 651-355-5428.

Let's get started

Save and finish later

## Contact Information



### TEST - Custom Applicator - TEST

Fields marked with an asterisk (\*) are required.

[Import Profile](#)

Enter your application information by section using the save and continue button or choose to use the import profile button above to populate information from your resume into your application.

Please review your application closely for accuracy purposes.

\*First name:

\*Last name:

\*Home phone:

\*Primary Contact Email Address:

\*Primary Contact Phone Number:

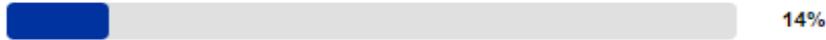
\*Preferred Contact Method:

Provide your primary contact information so that you can be reached by CHS after your application is submitted.

[Save and continue](#)

[Save and finish later](#)

## Employment History



TEST - Custom Applicator - TEST

Fields marked with an asterisk (\*) are required.

Please provide us with your employment history so your experience can be taken into consideration for this job application.

\*Current / Last Employer Name:

\*Position Title:

\*Employment Status:

\*City:

\*State:

\*Rate of Pay:

\*Responsibilities:

\*Start Date (Mo/Day/Year):

\*Still Employed:

\*Add Additional Employer:

Provide your employment history so it can be taken into consideration when this application is being reviewed.

NOTE: this information will pre-populate based on your last application.

Please review for accuracy.

Save and continue

Save and finish later

## Training and Education



### TEST - Custom Applicator - TEST

Fields marked with an asterisk (\*) are required.

List skills, training or certifications that are applicable to the position you are applying for:

  
**Enter your formal education below**  

\*Name of School:

\*School Location:

\*Degree/Certification:

\*Area of Study:

\*Have you graduated?:

\*Add Additional Education:

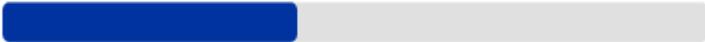
Provide your training and education history so it can be taken into consideration when this application is being reviewed.

NOTE: this information will pre-populate based on your last application.

Please review for accuracy.

**Save and continue** Save and finish later

## Resume, cover letter and additional document upload



42%

### \* Resume/CV

You have no resumes/CVs.

[Add resume/CV.](#)

Resume / CV not available?

Use my profile as my resume/CV.

### Cover Letter

Please choose a cover letter to include with your application.

You have no cover letter.

[Add cover letter.](#)

### Supporting Documentation

You can upload supporting documentation for your job application which may include but is not limited to: transcripts, writing samples, portfolios, certifications, work readiness certificate, reference list, or letters of recommendation.

You may include up to 25 files in this section.

[Add file](#)

Uploading resume, cover letter and supporting documentation gives CHS the opportunity to consider more information about your background.

Maximum resume and cover letter file size is 3 MB  
Accepted file types:

.avi	.bmp	.csv	.doc
.docx	.gif	.htm	.html
.jpg	.mov	.mpg	.mp4
.mpeg	.mpg	.ppt	.pptx
.pdf	.rtf	.swf	.tif
.txt	.wmv	.xls	.xlsx
.xml			

[Save and continue](#)

[Save and finish later](#)

## Self Identification

57%

### TEST - Custom Applicator - TEST

Fields marked with an asterisk (\*) are required.

#### Self-Identification of Race/Ethnicity and Gender

CHS Inc. is committed to providing equal employment opportunities without regard to race, religion, sex, national origin, age, gender, sexual orientation, gender identity or expression, disability, familial status, veteran status or any other protected status under the applicable laws of any work location in which CHS Inc. operates. CHS Inc. is subject to certain governmental record keeping and reporting requirements and it is the intent of CHS Inc. to comply with all applicable equal opportunity and affirmative action laws, directives, regulations of federal, state and local governing bodies and agencies.

In order to comply with these laws, CHS Inc. invites applicants and employees to voluntarily self-identify their race/ethnicity, gender, Veteran and Disability status. Submission of this information is voluntary, will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will not identify any specific individual.

\*Race/Ethnicity:

Choose...

\*Gender:

Choose...

#### Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017

##### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

##### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

Blindness • Autism • Bipolar disorder • Post-traumatic stress disorder (PTSD) • Deafness • Cerebral palsy • Major depression • Obsessive compulsive disorder • Cancer • HIV/AIDS • Multiple sclerosis (MS) • Impairments requiring the use of a wheelchair • Diabetes • Epilepsy • Schizophrenia • Muscular dystrophy • Missing limbs or partially missing limbs • Intellectual disability (previously called mental retardation)

\*Disability Status:

Choose...

##### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This should take about 5 minutes to complete.

#### Veteran Status Disclosure

CHS is a Federal contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "**disabled veteran**" is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - A person who was discharged or released from active duty because of a service connected disability.
- A "**recently separated veteran**" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "**active duty wartime or campaign badge veteran**" means 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 under the laws administered by the Department of Defense.
- An "**Armed forces service medal veteran**" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-888-4-USA-DOL.

I belong to the following classifications of protected veterans.

\*Veteran Status:

Choose...

CHS Inc. is committed to providing equal employment opportunities without regard to race, religion, sex, national origin, age, gender, sexual orientation, gender identity or expression, disability, familial status, veteran status or any other protected status under the applicable laws of any work location in which CHS Inc. operates. CHS Inc. is subject to certain governmental record keeping and reporting requirements and it is the intent of CHS Inc. to comply with all applicable equal opportunity and affirmative action laws, directives, regulations of federal, state and local governing bodies and agencies.

In order to comply with these laws, CHS Inc. invites applicants and employees to **voluntarily** self-identify their race/ethnicity, gender, Veteran and Disability status. Submission of this information is voluntary, will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will not identify any specific individual.

Save and continue

Save and finish later

## General Questions

71%

### TEST - Custom Applicator - TEST

Fields marked with an asterisk (\*) are required.

\*How did you hear about this Job?:

\*Do you currently work for CHS?:

\*Are you over the age of 18?:

\*Are you authorized to work in the United States and can you provide verification of your right to work in the United States?:

\*Are you willing to relocate?:

General questions allow CHS to identify several key items about individual applicants.

Save and continue

Save and finish later

## Employment Authorization

85%

### TEST - Custom Applicator - TEST

Fields marked with an asterisk (\*) are required.

**UNDERSTANDING CONDITIONS OF EMPLOYMENT**

I certify that the facts contained in this application are true and correct to the best of my knowledge, and I understand that if I am employed, false or concealed statements on this application shall be grounds for dismissal no matter when discovered. I understand that this employment application is valid for the position I am presently applying for and that CHS is not obligated to retain or consider this application for future openings.

Subject to any law to the contrary, I understand and agree that if hired, my employment is at-will, which means CHS or I may terminate my employment at any time for any reason or no reason at all without prior notice. I also understand that no representative of CHS (other than an officer of CHS) has the authority to enter into any agreement modifying my at-will employment, and only then if such agreement is in a written and signed document by a CHS officer.

I understand that this application does not guarantee a current job opening and does not obligate CHS to hire me.

I understand that if hired I will be required to furnish proof of identity and right to work in the United States. An employee's failure to provide a valid Social Security Number for wage reporting purposes may result in personnel action up to and including termination.

I understand that if I receive an offer of employment, it may be conditional upon testing for use of illegal drugs and a background investigation.

\*Please type your full legal name for authorization purposes:

\*Electronic Signature Date (Mo/Day/Year):

\*Employment Authorization Confirmation:  
 By checking this box, I certify that the facts contained in this application are true and correct to the best of my knowledge

Certify that the facts contained in this application are true and correct to the best of your knowledge, and I understand that if I am employed, false or concealed statements on this application shall be grounds for dismissal no matter when discovered. I understand that this employment application is valid for the position I am presently applying for and that CHS is not obligated to retain or consider this application for future openings

Save and continue

Save and finish later

## Review

99%

### TEST - Custom Applicator - TEST

Fields marked with an asterisk (\*) are required.

#### Contact Information



Enter your application information by section using the save and continue button or choose to use the import profile button above to populate information from your resume into your application.

Please review your application closely for accuracy purposes.

First name:  
Christine

Last name:  
Swit

Home phone:  
7634584975

Primary Contact Email Address:  
christine.switala@chsinc.com

Primary Contact Phone Number:  
763-458-4975

Preferred Contact Method:  
Either email or phone

Each section that you have provided information for can now be reviewed and edited prior to submission.

#### Employment History



Please provide us with your employment history so your experience can be taken into consideration for this job application.

## Application Complete

Send my application

Save and finish later

100%

### TEST - Custom Applicator - TEST

When you "send" your application you will have completed the application process and will receive an application complete email as well as the confirmation on your screen.

CHS greatly appreciates every application for employment it receives and will acknowledge each submission so please check your email for an application submission confirmation. Add [Enterprise@trm.brassring.com](mailto:Enterprise@trm.brassring.com) to your email 'safe list' so that communication from CHS aren't sent to your junk mail.

If you are interested in more than one position, you will need to apply to each position.

We encourage you to build a search agent within your CHS profile. A search agent will notify you via e-mail as soon as a job opens that matches your preselected criteria.

[View your status](#)  
[Start a new search](#)