2019

Employment Application



Empire Electric Association, Inc. places great emphasis on customer service, teamwork, problem solving, and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership.

Empire Electric Association, Inc. is an equal opportunity employer and race, color, national origin, sex, sexual orientation, gender identity, religion, age, genetic information, disability, veteran status or any other status protected by applicable law, are not taken into account in any employment decision.

|  |  |
| --- | --- |
| **Applicant Name** |  |
| **Today’s Date** |  |

Personal Information (Please Print Clearly)

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Last Name | First Name | Middle Name |
| Street Address |  |
| City |  | State |  | Zip Code |  |
| Previous address if less than 5 years at current address |  |
|  |
| Home Phone |  | Work Phone |  |
| Fax |  | E-Mail |  |

I understand that upon employment, proof of legal right to work in the United States and completion of I-9 form will be required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Can you show eligibility to work in the United States?** |  | Yes |  | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you over 18 years of age?** |  | Yes |  | No |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you have a valid driver’s license?** |  | Yes |  | No | License # |  | Expires |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you have a valid Commercial Driver’s License (CDL)?** |  | Yes |  | No | License # |  | Expires |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Can you travel if the position requires travel?** |  | Yes |  | No |

**If you have ever worked under or earned degrees under another name, please list below:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Last Name | First Name | Middle Name |

Position Desired

|  |  |
| --- | --- |
| **Position Applied for** |  |
| **How did you learn of this vacancy?** |  |
| **Desired Salary (Annual) $** |  | **Date Available** |  |

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| --- | --- | --- | --- | --- |
| **Can you perform all of the essential functions of this job with or without accommodation?** |  | Yes |  | No |

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| --- | --- | --- | --- | --- |
| **Have you previously been employed by Empire Electric Association, Inc or another electric cooperatives?** |  | Yes |  | No |

|  |  |
| --- | --- |
| If yes, indicate position, department, and dates:**r** |  |
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| --- | --- | --- | --- | --- |
| **Do you have any relatives employed at Empire Electric Assn., Inc?** |  | Yes |  | No |

|  |  |
| --- | --- |
| **If Yes, who?** |  |

Empire Electric Association, Inc. is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, or veteran status.

Education and Training

**Indicate Last Level of Education Completed**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| High School |  | 1 |  | 2 |  | 3 |  | 4 | College or University |  | 1 |  | 2 |  | 3 |  | 4 | Graduate School |  | 1 |  | 2 |  | 3 |  | 4 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Education** | **Name and Location ( City, State, Country)** | **GPA** | **Did you graduate?** | **Major and Minor** | **Degree Earned** |
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| **Professional certifications and licenses (such as CPA, NASD series 6):** |  |
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| **Computer skills (software programs, hardware, operating systems):** |  |
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| **Other skills or experience that are pertinent to the job applied for:** |  |
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Employment History (Please Print Clearly)

**PLEASE COMPLETE EVEN IF ATTACHING YOUR RESUME.**

**List your last three employers with the most recent first.**

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| --- | --- | --- | --- | --- |
| **If you are currently employed, may we contact your employer?** |  | Yes |  | No |

|  |  |
| --- | --- |
| Previous Employer |  |
| Dates Employed—From |  | To |  |
|  | Month/Year |  | Month/Year |
| Starting Salary |  | Ending Salary |  |
| Contact’s Phone Number NumberNumberNumbePhone |  | Address |  |
|  |
| Supervisor’s Name |  | Supervisor’s Job Title |  |
| Your Job Title |  | Your Duties |  |
|  |
|  |
| Reason for leaving |  |
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|  |  |
| --- | --- |
|  |  |
| Previous Employer |  |
| Dates Employed—From |  | To |  |
|  | Month/Year |  | Month/Year |
| Starting Salary |  | Ending Salary |  |
| Contact’s Phone Number NumberNumberNumbePhone |  | Address |  |
|  |
| Supervisor’s Name |  | Supervisor’s Job Title |  |
| Your Job Title |  | Your Duties |  |
|  |
|  |
| Reason for leaving |  |
|  |
| Previous Employer: |  |
| Dates Employed—From |  | To |  |
|  | Month/Year |  | Month/Year |
| Starting Salary |  | Ending Salary |  |
| Contact’s Phone Number NumberNumberNumbePhone |  | Address |  |
|  |
| Supervisor’s Name |  | Supervisor’s Job Title |  |
| Your Job Title |  | Your Duties |  |
|  |
|  |
| Reason for leaving |  |

Professional References (Please list only references that we may contact at this time)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Company** | **Phone Number** |
|  |  |  | Home |  |
| Work |  |
|  |  |  | Home |  |
| Work |  |
|  |  |  | Home |  |
| Work |  |

Affidavit

**Nonbinding Application and Interview Process**: I understand that this application will be reviewed, but nothing in this application or any other documents or in the employment evaluation process shall be construed as either an offer or contract of employment or an obligation on the part of Empire Electric Association, Inc. *to* provide any benefit to me.

**Employment-At-Will**: I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either Empire Electric Association, Inc. or myself.

I hereby declare that my statements on this application and on my resume or documents provided by me to Empire Electric Association, Inc.*,* are true and correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in a decision not to hire me, or if hired, may result in the termination of my employment. I also authorize investigation of these statements. This investigation may include employment history, reasons for leaving previous employers, criminal record, credit record, driving record, social security number investigation, interviewing references provided, and degree/certificate verification. I hereby release Empire Electric Association, Inc. from all liability for any damages resulting from the information obtained. This application shall be considered active for a period of time not to exceed 180 days.

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| APPLICANT’S SIGNATURE |  |