



The Energy Cooperative
1500 Granville Road, P.O. Box 4970
Newark, OH 43058-4970
800-255-6815 • Fax 740-348-1133
Website: www.theenergycoop.com

Employment Application

Print form, complete and return

Notice to Any Person Seeking Employment With The Energy Cooperative

- Those applicants requiring reasonable accommodations to the applications and/or interview process should notify the Human Resources Department.
- Your application will be considered only for the position for which you apply, therefore:
 - You must complete another application each time you wish to apply for another available position.
 - You must complete the entire application even if you have attached/submitted a resume.
 - You must sign and date on the back of the application.
- After the time period for accepting applications closes, all applications will be reviewed. You will be contacted via letter or phone regarding the outcome of the evaluations.
- Applications and resumes are kept on file for six (6) months.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Energy Cooperative is committed to hiring and developing the most qualified people from available work forces in the communities that we serve. It is our intent in all personnel actions to ensure that employees and potential employees are evaluated without regard to sex, age, race, color, religion, national origin, citizenship, military status, disability or any other characteristic protected by applicable federal, state or local law. The Energy Cooperative does not and will not tolerate discrimination in its employment and promotion practices.

We have directed all managers and supervisors to emphasize this attitude in recruiting, hiring, and promoting persons in all job classifications. A fair and unbiased opportunity to advance within The Energy Cooperative is offered to all qualified persons.

NOTICE TO HANDICAPPED/DISABLED APPLICANTS

The Energy Cooperative will not discriminate against any applicant for employment because of physical or mental disability in regard to any position for which an applicant is qualified. The Energy Cooperative agrees to employ, advance in employment, and otherwise treat qualified individuals with disabilities without discrimination based upon their physical or mental disability in all employment practices.

EMPLOYMENT OF RELATIVES

In order to control potential problems that may arise regarding supervision, security, safety or potential conflicts of interest, The Energy Cooperative will not hire close relatives of current employees. A close relative is defined as spouse, children, siblings, parents, aunts, uncles, step-relatives, or any other relative that the Cooperative feels may cause potential conflict.

PRE-EMPLOYMENT EXAMINATIONS

To ensure the continued health and safety of all employees and members of The Energy Cooperative, all applicants who have been given an offer for employment must complete a physical examination and test for alcohol and/or illegal drugs. Employment is contingent upon satisfactory completion of a physical examination and a negative alcohol and drug test. The examination and testing are conducted by The Energy Cooperative's designated physician at no cost to the applicant. The physical examination will ensure the applicant can perform the essential physical requirements of the position.

EMPLOYMENT ELIGIBILITY

Within three (3) days of starting employment with The Energy Cooperative, an employee must complete an Eligibility of Employment Form (Form I-9). The purpose of the form is to ensure all employees are eligible to work in the United States.

Position applied for _____	Date of application ____/____/____	
Name _____		
LAST	FIRST	MIDDLE

Personal

Name _____
LAST FIRST MIDDLE

Address _____ Social Security # _____
STREET

_____ CITY STATE ZIP CODE

Telephone # (_____) _____ Mobile/Beeper/Other Phone # (_____) _____

If necessary, best time to call you at home is _____:_____ AM
 _____:_____ PM

May we contact you at work? Yes No

If yes, work number and best time to call (_____) _____:_____ AM
 _____:_____ PM

Are you over 18 years of age? Yes No

List positions previously applied for _____ None

Are you authorized to work in the United States? Yes No

Have you ever been convicted of a crime? 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 _____

Work Preference

Date available for work ____/____/____

Type of employment desired Full-time Part-time Temporary Seasonal

Will you relocate if job requires it? Yes No

Will you travel if job requires it? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Will you work overtime (more than 40 hours in a week)? Yes No

Education

High School City/State	Circle grade completed (# of Years)				Did you graduate?	
	1	2	3	4	Yes	No
College/Technical School/Other City/State	# of Years		Course of Study		Degree, diploma, certificate and honors received	
Other job-related educational institutions, licenses, certifications, etc						

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheet if necessary). Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE # ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATES/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATES/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?	YES NO LATER	\$	PER	
EMPLOYER	TELEPHONE # ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATES/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATES/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?	YES NO LATER	\$	PER	
EMPLOYER	TELEPHONE # ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
STARTING JOB TITLE/FINAL JOB TITLE		HOURLY RATES/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATES/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?	YES NO LATER	\$	PER	

Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT _____

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform, job-related functions in the position for which you are applying.

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TELEPHONE	NUMBER OF YEARS KNOWN
	()	
	()	
	()	

Applicant Statement

I certify that all the information I have provided in order to apply for and secure employment with The Energy Cooperative is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application or (ii) immediately discharge me from The Energy Cooperative, when it is discovered.

I understand I am required to submit to a post-offer, pre-hire physical examination in order for The Energy Cooperative to determine my physical ability to perform the job.

I understand my employment is contingent upon the results of an alcohol and/or drug screen for illegal drugs. A confirmed positive screen will result in my disqualification from employment.

I authorize and consent to my references, employers and/or employer representatives, public agencies, licensing authorities, and educational institutions and persons or organizations named in this application and/or accompanying resume to release any information to The Energy Cooperative that may be required to make an employment decision.

I understand this application remains current for six (6) months. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and complete a new application. A new application must be completed for each job I wish to be considered for.

I understand my employment is not guaranteed for any term, and my employment may be terminated by The Energy Cooperative or myself at any time and for any reason. No manager, supervisor or representative of The Energy Cooperative is authorized to make an oral or written assurance or promise of continued employment.

Do not sign until you have read the above APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____