EMPLOYMENT APPLICATION



A Touchstone Energy Cooperative

Polk-Burnett Electric Cooperative places great emphasis on member service, teamwork, problem solving and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership.

Polk-Burnett Electric Cooperative is an equal opportunity employer and recruits, advertises, promotes, transfers, disciplines and discharges without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

Applicant Name:			
Date:			

First Name Middle Name Last Name **Street Address** Zip City State Previous Address (if less than 5 years at current address) Home Phone Work Phone Cell Phone E-mail Address I understand that upon employment, proof of legal right to work in the United State and completion of an I-9 form will be required. Are you eligible to work for any United States employer at this time? ☐ Yes ☐ No If you are under 18 years of age, do you have a work permit? □ Yes □ No □ Yes □ Do you have a valid driver's license? No Do you have a valid Commercial Driver's License (CDL)? □ Yes □ No Can you travel if the position requires travel? Yes 🗖 No If you have even worked under or earned degrees under another name, please list below: Last Name First Name Middle Name First Name Middle Name Last Name **Position Desired** Position Applied For: How did you learn of this vacancy? Salary Desired (annual): \$_____ Date Available: Have you previously been employed by Polk-Burnett or another electric cooperative? ☐ Yes ☐ No If yes, indicate position, department and dates:___ ☐ Yes ☐ No Do you have any relatives employed at Polk-Burnett? If yes, who:

Personal Information (Please print clearly.)

Indicate Last Level of Education Completed Graduate School High School College/University $\Box 1 \quad \Box 2 \quad \Box 3 \quad \Box 4$ $\Box 1 \quad \Box 2 \quad \Box 3 \quad \Box 4$ $\Box 1 \quad \Box 2 \quad \Box 3 \quad \Box 4$ Major & Degree Type of Education Name and Location Did you graduate? Minor **Earned** ☐ Yes ☐ No ☐ No ☐ Yes ☐ Yes ☐ No ☐ Yes ☐ No **Professional certifications and licenses:** Computer skills (software programs, hardware, operating systems): Other skills or experience that are pertinent to the job applied for: **Employment History** (please print clearly) MUST BE COMPLETED EVEN IF ATTACHING RESUME. List your last three employers with the most recent first. ☐ Yes ☐ No If you are currently employed, may be contact your employer? **Employer: Employer Phone Number:** Address: **Dates Employed From:** To: **Starting Salary:** Supervisor's Name: **Ending Salary:** Supervisor's Job Title: Your Job Title: Your Duties: Reason for leaving:

Education and Training

Employment History (continued) (please print clearly)

Employer:			Employer Phone Number:					
Address:								
Dates Employ	yed From:		То:					
Starting Salary:			Supervisor'	s Name:				
Ending Salary:			Supervisor's Job Title:					
Your Job Title:								
Your Duties:			Reason for leaving:					
Employer:			Employer Phone Number:					
Address:								
Dates Employ	yed From:		То:					
Starting Salar	Starting Salary:		Supervisor's Name:					
Ending Salary:		Supervisor's Job Title:						
Your Job Title	e:							
Your Duties:		Reason for leaving:						
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 Polk-Burnett Electric Cooperative 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 Polk-Burnett Electric Cooperative or myself. I hereby declare that my statements on this application and on my resume or documents provided by me to Polk-Burnett Electric Cooperative 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. This application shall be considered active for a period of time not to exceed 180 days.								
Applicant Signature:								