

OFFICE USE ONLY

Jackson Electric Cooperative Application for Employment

Jackson Electric Cooperative is an equal opportunity employer.
No information provided here will be used in an unlawful manner.

Instructions:

1. Complete in your own handwriting, using black ink.
2. Answer all questions. Your application will not be considered if incomplete.
3. Read and sign page 4.
4. Mail to: Jackson Electric Cooperative, PO Box 546, N6868 County Road F, Black River Falls, WI 54615.

Position Applied For:

GENERAL INFORMATION

Last Name

First Name

Middle Name

Mailing Address

City

State

Zip Code

Home Telephone Number

Work Telephone Number (optional)

Yes No Are you under the age of 18?

Yes No Do you have a valid driver's license? (A valid driver's license is a job-related requirement of some positions at JEC.)

Yes No Are you related by blood or marriage to any of the following persons: An employee of Jackson Electric Cooperative or a member of the Jackson Electric Cooperative Board of Directors?

If the answer is "yes," state the name(s), relationship(s), and position(s) held by the person(s) to whom you are related.

Yes No Are you legally eligible for employment in the U.S.? You will be required as a part of the application process to provide any employment eligibility verification mandated by the federal government.

Yes No Have you ever been employed by Jackson Electric? If yes, provide dates of employment.

EMPLOYMENT HISTORY

Provide the employment information requested below. Begin with your present or most recent employment. Use the **Other Information** section (page 3) to complete your employment history if necessary.

Employer Name and Address:	Job Title:
	Describe the work you did:
Phone Number:	
Type of Business:	From: (month/year)
Starting Salary:	To: (month/year)
Ending Salary:	Reason for Leaving:
Name of Supervisor:	
Supervisor's Phone Number:	

Employer Name and Address:	Job Title:
	Describe the work you did:
Phone Number:	
Type of Business:	From: (month/year)
Starting Salary:	To: (month/year)
Ending Salary:	Reason for Leaving:
Name of Supervisor:	
Supervisor's Phone Number:	

Employer Name and Address:	Job Title:
	Describe the work you did:
Phone Number:	
Type of Business:	From: (month/year)
Starting Salary:	To: (month/year)
Ending Salary:	Reason for Leaving:
Name of Supervisor:	
Supervisor's Phone Number:	

May we contact the employers listed above? Yes No

If no, indicate which employer(s) we should not contact:

EDUCATION AND TRAINING				
Indicate all schools that you have attended.				
	High School	Vocational/Technical	College/University	Graduate School
School Name and Address				
Indicate Last Year Completed (9,10, 11, 12)				
Diploma/Degree and Year Graduated				
Major Course(s) of Study				
Other Post High School Courses Completed				
Specialized Training or Skills: List current typing speed, personal computer training, computer literacy, welding certification, special licenses (e.g., CDL), etc., that you possess that pertains to the position for which you are applying.				

SERVICE IN THE ARMED FORCES					
From:			To:		
Month	Day	Year	Month	Day	Year
Branch of Armed Forces:			Rank:		
General Duties/Training:					

OTHER INFORMATION

PROFESSIONAL REFERENCES

Provide three **professional** references.

1. Name and Address:	Phone Number:
2. Name and Address:	Phone Number:
3. Name and Address:	Phone Number:

APPLICANT AUTHORIZATION (READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING.)

_____ I certify that the facts contained in this application and or resume for employment at Jackson Electric Cooperative are true and complete to the best of my knowledge. I understand that any misrepresentations, falsifications or deliberate omissions will result in my immediate dismissal.

_____ I authorize investigation of all statements herein. I also authorize by my signature below or a copy thereof, the organizations and individuals referred to herein to furnish information to the Cooperative. The Cooperative shall be held harmless should it, in processing this employment application, rely on information provided from these sources, even if the information provided is inaccurate or erroneous.

_____ I understand that as a part of being considered for employment by Jackson Electric Cooperative, I will be required to undergo a physical examination, which will include urine testing for drugs. (Certain positions also require testing for alcohol.)

_____ Additionally, I understand that nothing contained in this employment application or in the granting of an interview or in any policies, procedures or handbooks that I might receive, is intended to create an employment contract between Jackson Electric and myself. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Cooperative. If an employment relationship is established, I understand that I have a right to terminate my employment at any time, for any reason or for no reason, and Jackson Electric Cooperative retains a similar right regarding the discontinuation of my employment subject only to the full extent permitted by law.

Signed:

Date:



JACKSON ELECTRIC COOPERATIVE

PO Box 546, N6868 County Road F

Black River Falls, WI 54615

www.jackelec.com

(715) 284-5385

Fax – (715) 284-7143



Please Read Before Completing the Employment Application

Jackson Electric Cooperative is an Equal Opportunity Employer. Our objective is to maintain a continuing policy of non-discrimination in employment. You will be considered for employment based upon your qualifications for the position for which you have applied.

- You must apply for a current open position; we do not keep applications on file.
- Your application will be considered ONLY for the position for which you apply; therefore, you must:
 - Place the job title in the “Position Applied For” area of the application.
 - Complete another application each time you wish to apply for another available position.
 - Complete the entire application even if you have attached/submitted a resume.
 - Sign and date page 4 of the application.
 - Submit the completed application. Use this number if you must fax your application: (715) 284-7143.
- All post-offer pre-employment physicals will include a drug screen (using a urine sample).
- Positions may require a criminal report and/or credit history check/report be completed.

If you have any questions, please contact Mary at Jackson Electric Cooperative at (715) 284-5385.