

III. EDUCATION AND TRAINING

Indicate all schools that you have attended. This information need only be provided if the position for which you are applying has an education requirement.

	HIGH SCHOOL	VOCATIONAL/ TECHNICAL	COLLEGE/ UNIVERSITY	GRADUATE SCHOOL
School Name and Address				
Circle Last Year Completed	9 10 11 12	13 14	13 14 15 16	17 18 19 20
Diploma/Degree				
Major Course(s) of Study				
Other Post High School Courses Completed				

Transcripts Provided Yes [] No []

SPECIALIZED TRAINING OR SKILLS: List specialized training or skills, current typing and/or shorthand speed, personal computer training, computer literacy, special licenses, etc., that you possess that pertain to the position for which you are applying. _____

IV. EMPLOYMENT HISTORY

(Provide the employment information requested below. Begin with your present or most recent employment. Use additional pages if necessary. Please specify any other names worked under.)

From: ____ / ____ To: ____ / ____ Employer: _____
Mo. Yr. Mo. Yr.

Address: _____
(Street) (City) (State) (Zip)

Starting Salary: \$ _____ Final Salary: \$ _____

Name of immediate supervisor: _____

Supervisor's Title: _____

Supervisor's Telephone: () _____

Position Title: _____

Full description of work and position held: _____

Reason for leaving: _____

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From: ____ / ____ To: ____ / ____ Employer: _____
Mo. Yr. Mo. Yr.

Address: _____
(Street) (City) (State) (Zip)

Starting Salary: \$ _____ Final Salary: \$ _____

Name of immediate supervisor: _____

Supervisor's Title: _____

Supervisor's Telephone: () _____

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Address: _____
(Street) (City) (State) (Zip)

Starting Salary: \$ _____ Final Salary: \$ _____

Name of immediate supervisor: _____

Supervisor's Title: _____

Supervisor's Telephone: () _____

Position Title: _____

Full description of work and position held: _____

Reason for leaving: _____

May we contact the employers listed? Yes [] No []

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

V. GENERAL INFORMATION

	<u>Yes</u>	<u>No</u>
Do you have a valid driver's license? (A valid driver's license is a job-related requirement of some positions at Union County Electric.)	_____	_____
Do you have a valid commercial driver's license? (A valid commercial driver's license is a job-related requirement of some positions at Union County Electric.)	_____	_____

Are you related by blood or marriage to any of the following persons of Union County Electric:

An employee ?	_____	_____
Member of the 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:

Have you ever been convicted of a felony? (Criminal convictions are not an absolute bar to employment. They will only be considered in relation to specific job requirements.)	_____	_____
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Please list charge and disposition and a brief comment about how you perceived the incident:

Have you ever been discharged or forced to resign from any position?	_____	_____
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Please explain: _____

Are there any other names that we will need to be aware of to check your employment or educational history?	_____	_____
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If Yes, please list: _____

Absent any religious conflicts, can you work the normal work hours, overtime, and on Saturdays and Sundays?	_____	_____
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(You're not obligated to state any religious obligations at this time.)

How did you hear about employment opportunities with Union County Electric?

List any volunteer or paid employment (not included under section IV "EMPLOYMENT HISTORY") which relates to the position for which you are applying: _____

Explain any lapses of employment which are longer than three(3) months: _____

VI. SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience.

List professional, trade or business activities and offices held. (You may exclude those which indicate race, color, religion, sex, national origin, or disability.)

VII. REFERENCES

List Names, Addresses and Phone Numbers of three personal references.

1. _____
Name

Address

City State Zip Phone

2. _____
Name

Address

City State Zip Phone

3. _____
Name

Address

City State Zip Phone

VIII. COMMENTS

(Please refer to question or section number when commenting below. Attach extra sheets if necessary).

IX. AUTHORIZATION

I hereby give Union County Electric Cooperative, Inc. the right to investigate my past employment, education and activities. I release from all liability all persons, companies and corporations who supply such information. I indemnify Union County Electric Cooperative, Inc. against any liability that might result from such an investigation. I understand that any false answer or statements or implications I might make in this application, or in any other required document, shall be considered sufficient cause to deny employment, or discharge, if already employed.

Initial: _____

I also understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between Union County Electric Cooperative, Inc. and myself for employment or for any benefit. I have received no promises regarding employment and I understand that no such promise or guarantee is binding Union County Electric Cooperative, Inc., unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Union County Electric Cooperative, Inc. has a similar right.

Initial: _____

I understand that I must be able to perform the essential functions of my perspective job duties, either with or without a reasonable accommodation. I agree to undergo any lawful examinations, including a physical examination.

Initial: _____

In the event that I am hired, I will abide by all of the cooperative's rules, regulations, policies and practices and understand that these may be changed from time to time at the discretion of the cooperative.

Initial: _____

Signature: _____ Date: _____

Union County Electric Cooperative, Inc. 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. Please read the following before completing the employment application.

- 1) You are encouraged to attach a cover letter and resume to this application.
- 2) You must apply for a current available position. The job title must be placed in "Position Applied For" area of the application.
- 3) 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.
- 4) You must complete the entire application even if you have attached/submitted a resume.
- 5) You must sign and date on page six of the application.
- 6) You must include College/Vocational/Technical School transcripts.

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.

If you have any questions, please contact Amanda Adams or Matt Klein:

(605)-356-3395 or HR@unioncounty.coop

You may use any of the following methods to submit your application:

FAX: (605) 356-3397
 E-mail: HR@unioncounty.coop
 Mail: Union County Electric Cooperative, Inc
 .Attn: Human Resources
 32708 477th Ave
 Elk Point, SD 57025

EQUAL EMPLOYMENT-AFFIRMATIVE ACTION APPLICANT DATA

Union County Electric Cooperative, Inc. is an EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER. It is the policy of Union County Electric Cooperative, Inc. to afford equal employment opportunity to all qualified persons regardless of race, color, religion, age, sex, national origin, veteran status or handicap. The information requested below is used for the purpose of collecting information that Union County Electric Cooperative, Inc. uses in aggregate form for analyzing, monitoring, and reporting on its equal opportunity and affirmative action efforts, including reports to the Federal Government under Executive Order 11246. This information will not affect our decision to hire or not hire you. This form will not be maintained in your application or personnel file, and will not be seen or considered by the person(s) deciding whether or not to hire you or by any person in the chain of command for the position for which you are applying.

Name _____

County of Residence _____ Application Date _____

Job Applied for _____ New Hire? _____ Internal Applicant? _____

Sex: ___ Male ___ Female

Race/National Origin:

- White, not of Hispanic Origin
- Black, not of Hispanic Origin
- Hispanic
- Asian or Pacific Islander
(Including persons of Indian Subcontinent)
- American Indian or Alaskan Native

Referral Source:

- Employment Security Commission
- Walk-in
- Vocational Rehabilitation Service
 - Educational/Technical Institution
 - Personnel agency
- Executive recruiter
- Newspaper/journal ad
(Indicate which publication)

-
- Other
 - Internal posting