

Lane-Scott Electric Cooperative, Inc.

APPLICATION FOR EMPLOYMENT

Lane-Scott Electric is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, gender identity, sexual orientation, pregnancy, age, religion, national origin, disability or veteran status.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Cell Phone # _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
 Yes No

Have you ever been terminated from employment or asked to resign by an employer?
 Yes No

If yes, please provide company names and details _____

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Date you can start _____ Hourly Rate/Salary desired _____

Position desired _____

Are you currently employed? Yes No

If so may we inquire of your present employer? Yes No

If presently employed, why are you considering leaving? _____

Have you ever worked for this company before? ___ Yes ___ No

Explain _____

Do you know anyone who works for our company? ___ Yes ___ No

If yes, who? _____

EDUCATION	Name and location of school	No. of yrs.		Subjects studied/ Major
		Attended	Degree Received	
High School	_____	_____	_____	_____
College or University	_____	_____	_____	_____
Trade, Business or Correspondence School	_____	_____	_____	_____

Account for any full month since leaving school (high school or college) that you were not working:

From _____ To _____ Reason: _____

From _____ To _____ Reason: _____

From _____ To _____ Reason: _____

EMPLOYMENT HISTORY Starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From _____ To _____ Job Title _____

Immediate supervisor and title _____ Telephone _____

Employer Name and Address _____

Summarize the nature of work performed and job responsibilities _____

Reason for leaving _____

From _____ To _____ Job Title _____

Immediate supervisor and title _____ Telephone _____

Employer Name and Address _____

Summarize the nature of work performed and job responsibilities _____

Reason for leaving _____

From _____ To _____ Job Title _____

Immediate supervisor and title _____ Telephone _____

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From _____ To _____ Job Title _____

Immediate supervisor and title _____ Telephone _____

Employer Name and Address _____

Summarize the nature of work performed and job responsibilities _____

Reason for leaving _____

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. _____

Computer Skills (please describe): _____

REFERENCES Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Lane-Scott Electric to hire me. If I am hired, I understand that either Lane-Scott Electric or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Lane-Scott Electric has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Lane-Scott Electric true and complete information on this application. No requested information has been concealed. I authorize Lane-Scott Electric to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____