

# 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? \_\_\_\_\_

<b>EDUCATION</b>	<b>Name and location of school</b>	<b>No. of yrs. Attended</b>	<b>Degree Received</b>	<b>Subjects studied/ Major</b>
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 \_\_\_\_\_  
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 \_\_\_\_\_

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 \_\_\_\_\_