



A Touchstone Energy® Cooperative 

Application for Employment

Instructions: Please read carefully. Every item on this form must be answered to the best of your ability. Please print and fill out form **or** fill out form electronically. Your qualifications will be carefully reviewed and you will be given thorough consideration for any suitable vacancy. **A resume must be included with this Application for Employment in order to be considered for the position.**

Name: _____
Last First Middle

Address: _____
Street, City, State, Zip Code

Telephone: _____ (Home) _____ (Cell) Email Address: _____

Position Applying for: _____ Date of Application: _____

Compliance with I-9 requirements is mandatory upon employment.

Note: An affirmative response will not automatically disqualify you from being considered as a candidate for employment. Factors such as age and time of the offense, nature of the violation, and rehabilitation will be considered.

Are you eligible to work for any United States employer at this time? Yes No

Do you have a valid Commercial Driver's License? Yes No

Have your driving privileges ever been revoked or suspended? Yes No

If yes, list all here _____

NOTE: Criminal records checks are conducted and may result in the withdrawal of the job offer. Please initial here to indicate you understand that your criminal record may prohibit you being employed here: _____

Education

	Name of School	# of Years Completed	Degree Yes/No	Major Course of Study
High School				
College/University				
Graduate School				
Trade, Business or Correspondence				

Professional certifications and licenses (CPA, NASD series 6, etc.):

Computer skills (software programs, hardware, operating systems):

Other skills or experiences that are pertinent to the job applied for:

General Employment Information

Salary
Expected _____

Number of hours you are available per
week _____

Please mark the times you are available to work.

Days:
Nights:

Weekends:
Holidays:

Are you willing and able to work overtime as required?

Yes No

Are you able to perform the essential functions of this position?

Yes No Don't know

If no, what accommodation would make it possible for you to perform this job? _____

Have you previously been employed by Farmers Rural Electric or another electric cooperative?

Yes No

If yes, indicate position, department, and dates: _____

Have you ever applied for a position? Yes No

If yes, when? _____

Do you have any relatives employed at Farmers Rural Electric?

Yes No

If yes, list name and relationship: _____

Have you ever been dismissed or forced to resign from employment?

Yes No

If yes, explain: _____

In the following space, please describe briefly why you are applying for this position:

Employment History

List names of employers in consecutive order with the most recent employer listed first.

(Account for all periods of time including military service and volunteer work that you wish to have considered as part of your qualifications. Explain periods of time not working. If self-employed, give firm name and supply business references.)

Name of most recent/current Employer:		Supervisor:	
City/State: _____	Dates of Employment: _____		
Telephone: _____	Reason for Leaving: _____		
Job Title: _____	Ending Salary: _____		
Duties:			

Previous Employer:		Supervisor:	
City/State: _____	Dates of Employment: _____		
Telephone: _____	Reason for Leaving: _____		
Job Title: _____	Ending Salary: _____		
Duties:			

Previous Employer:		Supervisor:	
City/State: _____	Dates of Employment: _____		
Telephone: _____	Reason for Leaving: _____		
Job Title: _____	Ending Salary: _____		
Duties:			

Previous Employer:		Supervisor:	
City/State: _____	Dates of Employment: _____		
Telephone: _____	Reason for Leaving: _____		
Job Title: _____	Ending Salary: _____		
Duties:			

References: Give three (3) references, not relatives or former employers.

Name: _____	Occupation: _____
Address: _____	Phone: _____
Name: _____	Occupation: _____
Address: _____	Phone: _____
Name: _____	Occupation: _____
Address: _____	Phone: _____

Applicants Statement

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 Farmers Rural Electric to provide any benefit to me. **(Initial here _____)**

Farmers Rural Electric is an Equal Opportunity Employer and does not discriminate on the basis of race, age, religion, national origin, color, sex, veteran status or disability. It is our intention that all qualified applicants are given equal opportunity and that selection decisions are based on job-related factors. **(Initial here _____)**

I hereby affirm that the information provided on this application (**and resume submitted**) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may result in my discharge if discovered at a later date. **(Initial here _____)**

I authorize a thorough investigation of my past employment and activities, including investigation of criminal history, employment history and educational background and credentials. I agree to cooperate in such investigation, and release from all liability or responsibility all persons or corporations requesting or supplying such information. **(Initial here _____)**

I understand that my employment, if hired is employment-at-will, that I am not being employed for any specific time that this application is not and is not intended to be a contract for employment or continued employment, and that the employer or I may terminate my employment at any time with our without cause or notice. **(Initial here _____)**

I hereby agree to submit to any drug or alcohol testing, and/or physical examination to determine fitness for duty that may be required as a condition of my employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. **(Initial here _____)**

I authorize investigation of these statements. This investigation may include employment history, reasons for leaving previous employers, criminal history, credit record, driving record, and degree/certificate verification. I hereby release Farmers Rural Electric from all liability for any damages resulting from the information obtained. **(Initial here _____)**

You are not required to supply any information that is prohibited by Federal, State, or Local law.

Farmers Rural Electric is an Equal Opportunity Employer and Provider.

APPLICANT'S SIGNATURE: _____ DATE: _____