

Riverland Energy Cooperative Application for Employment

Please Read Before Completing This Employment Application

Riverland Energy Cooperative is an Equal Opportunity Employer. Our objective is to maintain a continued policy of non-discrimination employment. You will be considered for employment 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 for the 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 job application each time you wish to apply for another available position
 - Complete the entire application even if you have submitted a resume
 - Sign and date page 4 of this application
- Post-offer pre-employment physicals may include drug and alcohol screens
- Positions may require a criminal report or a credit history check

If you have any questions, please contact the Human Resources Office at 608-323-3381.

Position Applied For: _____ Date: _____

Last Name

First Name

Middle Name

Mailing Address

City

State

Zip Code

Primary Phone

Alternate Phone

Email

- | | | |
|-----|----|--|
| 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) |
| Yes | No | Are you related by blood or marriage to any of the following persons?
An employee of Riverland Energy Cooperative; an employee of a member distribution cooperative; a member of the Riverland Energy Board of Directors; or a member of the Board of Directors of any distribution cooperative? If the answer is "yes", state the name(s), relationship(s), and position(s) to whom you are related. |
| Yes | No | Are you legally eligible to work in the United States? (Proof of eligibility will be required) |
| Yes | No | Have you ever been employed by Riverland Energy? If yes, provide date of employment |

Education and Training

Indicate Last Level of Education Completed

High School 1 2 3 4 College or University 1 2 3 4 Graduate School

Indicate all schools that you have attended:

Type of Education	Name and Location (City, State, Country)	GPA	Did you graduate?	Major and Minor	Degree Earned

Specialized Training or Skills:

Professional certifications and licenses (Such as CPA, NASD Series 6): _____

Computer Skills (Software programs, hardware, operating systems): _____

Other Skills or experience that are pertinent to the job applied for: _____

Employment History

Provide the employment information requested below. Attach additional pages if necessary.

Present or most recent Employer Name and Address:

Phone Number: _____

Type of Business: _____

Starting Salary: _____ Ending Salary: _____

Name of Supervisor: _____

Supervisor's Number: _____

May we contact this employer? Yes No

Job Title: _____

Describe the work you did: _____

From ____/____/____
Month Year

To: ____/____/____
Month Year

Reason for leaving: _____

Present or most recent Employer Name and Address:

Phone Number: _____

Type of Business: _____

Starting Salary: _____ Ending Salary: _____

Name of Supervisor: _____

Supervisor's Number: _____

May we contact this employer? Yes No

Job Title: _____

Describe the work you did: _____

From ____/____/____
Month Year

To: ____/____/____
Month Year

Reason for leaving: _____

Present or most recent Employer Name and Address:

Phone Number: _____

Type of Business: _____

Starting Salary: _____ Ending Salary: _____

Name of Supervisor: _____

Supervisor's Number: _____

May we contact this employer? Yes No

Job Title: _____

Describe the work you did: _____

From ____/____/____
Month Year

To: ____/____/____
Month Year

Reason for leaving: _____

Service in the Armed Forces: Have you served in any branch of the US Military? Yes No

Branch of Armed Forces: _____

General Duties or Training: _____

Other Information:

Application Authorization: Please read carefully and initial each paragraph before signing.

_____ I certify that the facts contained in this application and/or resume for employment at Riverland Energy Cooperative are true and complete to the best of my knowledge. I understand that any misrepresentations, falsifications, or deliberate omissions identified now or in the future may 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. I will not assert in any forum that the Cooperative is liable to me 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 no information provided here will be used in an unlawful manner.

_____ I understand that as a part of being considered for employment by Riverland Energy Cooperative, I may be required to undergo a physical examination including drug and alcohol testing.

_____ I understand that nothing in this employment application or in the granting of an interview or in any policies, procedures or handbooks that I may receive, is intended to create an employment contract between Riverland Energy 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.

Applicant Signature

Date