# 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 nondiscrimination 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 ext. 245.

Position Applied For:		Date			
Last Name	First Name	Middle N	lame		
Mailing Address					
City		State	Zip Code		
Primary Phone (	)	Alternate	)		
Work Phone (	)	E-Mail			
Yes No Yes No Yes No	Are you under the age of 18? Do you have a valid driver's license? (a valid driver's license?) (a valid driver's license?) (a valid driver and you related by blood or marriage to any of the An employee of Riverland Energy; an employee of Riverland Energy; an employee and the license of the answer is "yes", state the name(s), relation	e following persons? ployee of a member of ember of the Board of I	distribution cooperative; a member of the Directors of any distribution cooperative? If		
Yes No	Are you legally eligible to work in the United State	es? (Proof of eligibility v	vill be required)		
Yes No	Have you ever been employed by Riverland Ene	rgy? If yes, provide dat	e 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	1	2 3 4
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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:	Job Title				
	Describe the work you did:				
Phone Number ( )					
Type of Business:					
Starting Salary: Ending Salary:	From:/ To:/				
\$\$ Name of Supervisor:	Month Year Month Year Reason for Leaving:				
Phone Number ( )	May we contact this employer? Yes or No				
Present or most recent Employer Name and Address:	Job Title				
	Describe the work you did:				
Phone Number ( )					
Type of Business:					
Starting Salary: Ending Salary:	From: To:				
\$ Name of Supervisor:	Month Year Month Year Reason for Leaving:				
Phone Number ( )	May we contact this employer? Yes or No				
Present or most recent Employer Name and Address:	Job Title				
	Describe the work you did:				
Phone Number ( )					
Type of Business:					
Starting Salary: Ending Salary:	From:/ To:/				
\$ \$ Name of Supervisor:	Month Year Month Year Reason for Leaving:				
Phone Number ( )	May we contact this employer? Yes or 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

#### **Riverland Energy Cooperative**

N28988 State Highway 93 – P O Box 277 Arcadia, WI 54612-0277 Phone: (608) 323-3381 or (800) 411-9115 www.riverlandenergy.com

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