

**BENTON RURAL ELECTRIC ASSOCIATION  
EQUAL OPPORTUNITY EMPLOYER**

We do not discriminate on the basis of race religion, national origin, color, sex age, veteran status, or non-qualifying disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

**APPLICATION FOR EMPLOYMENT**

NOTE: This application form was designed for use by persons applying for various types of positions. Some questions may not be completely applicable to your situation, but we ask that you answer all job-related inquiries to the best of your ability. Use extra paper if necessary. You may omit any answer if you feel it will reveal information about your ethnic background, religion, national origin, color, age, sex, disability, or adverse military discharge.

(PLEASE PRINT) \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street, City, State & Zip Code)

Telephone (Check which preferred) [ ] Home \_\_\_\_\_  
[ ] Business \_\_\_\_\_

Position Desired \_\_\_\_\_ Full-time Part-time Other (Please Check One)

Date Available \_\_\_\_\_ Salary/Compensation Desired \_\_\_\_\_

Referral Source: [ ] Employment Agency [ ] Newspaper Ad [ ] walk-in Applicant  
[ ] School/College [ ] Employee Referral [ ] Other \_\_\_\_\_

Have you ever applied for a position with us? [ ] Yes [ ] No If yes, when? \_\_\_\_\_

Have you ever been employed by us? [ ] Yes [ ] No If yes, when? \_\_\_\_\_

Do you have a relative working here? [ ] Yes [ ] No If yes, state identity and relationship: \_\_\_\_\_

Are you currently employed? [ ] Yes [ ] No If yes, where? \_\_\_\_\_

Any prior commitment which would require an absence of more than a few hours in the next 12 months? [ ] Yes [ ] No

If yes, please explain: \_\_\_\_\_

Are you now, or do you expect to be engaged in any other business or employment? [ ] Yes [ ] No

If yes, please explain: \_\_\_\_\_

If you are applying for a position involving evening or weekend work, can you fulfill such scheduling requirements? [ ] Yes [ ] No [ ] N/A

Are you willing to work overtime if requested? [ ] Yes [ ] No

If under age 18, do you have a valid work permit? [ ] Yes [ ] No [ ] N/A

List job related licenses or certifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Driving Jobs Only:

Do you have a valid driver's license? [ ] Yes [ ] No

Driver's license number \_\_\_\_\_ Class of license \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years? [ ] Yes [ ] No

**EDUCATION**

SCHOOL	Print Name, City and State for each School Listing	Number of years completed	Degree	Major Course of Study
High School				
College				
Graduate School				
Trade, Bus., Night or Corres.				
Other				

**MILITARY**

Active Duty Service from \_\_\_\_\_ to \_\_\_\_\_ Branch of Service \_\_\_\_\_

Duties/Assignments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Training:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a member of a Reserve organization? [ ] Yes [ ] No

**VOLUNTEER ACTIVITIES/EXPERIENCE**

Describe your involvement in volunteer activities, clubs, organizations, civic or other groups. (You may exclude any labor organizations or any organization the name and character of which indicate race, color, religion, sex, age, national origin or ancestry of its members.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GENERAL**

Have you ever been convicted of a felony within the last seven years? [ ] Yes [ ] No (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, seriousness and nature of the violation, and rehabilitation will be taken into account.)

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

## WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references.

### PLEASE GIVE MONTH AND YEAR

Name of Most Recent Employer		Name of last Supervisor	Employed	Pay
Address			_____	_____
City, State, Zip Code			From (mo/yr)	Start \$
Telephone ( ) _____		_____	_____	Final \$
Title		Reason for Leaving		
Type of Business				
Duties				
Name of previous Employer		Name of last Supervisor	Employed	Pay
Address			_____	_____
City, State, Zip Code			From (mo/yr)	Start \$
Telephone ( ) _____		_____	_____	Final \$
Title		Reason for Leaving		
Type of Business				
Duties				
Name of Previous Employer		Name of last Supervisor	Employed	Pay
Address			_____	_____
City,State,ZipCode			From (mo/yr)	Start \$
Telephone ( ) _____		_____	_____	Final \$
Title		Reason for Leaving		
Type of Business				
Duties				
Name of Previous Employer		Name of last Supervisor	Employed	Pay
Address			_____	_____
City,State,ZipCode			From (mo/yr)	Start \$
Telephone ( ) _____		_____	_____	Final \$
Title		Reason for Leaving		
Type of Business				
Duties				

Except for vacations and holidays, how many work days were you absent during the past calendar year?

0 - 5 days  5 - 10 days  10 - 15 days  21+ days

During the Prior year?  0 - 5 days  5 - 10 days  10 - 15 days  21+ days

May we contact your present employer  Yes  No Previous employers?  Yes  No

Please identify any exceptions or reasons for not contacting: \_\_\_\_\_

In order to permit a check of your work and education records, should we be made aware of any change of name or assumed name that you previously used?  Yes  No

If yes, identify name(s) and relevant dates. \_\_\_\_\_

Have you ever been dismissed or forced to resign from any employment?  Yes  No

If yes, please explain. \_\_\_\_\_

### OTHER SPECIAL SKILLS

Describe any other special job-related skills or qualifications (e.g., foreign languages, computers, etc.) that would support your application.

### REFERENCES

Give three references, not relatives or former employers.

NAME	ADDRESS	PHONE	OCCUPATION

### APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) 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 dismissal if discovered at a later date.

I authorize a thorough investigation on my past employment, character, and background as it relates to my candidacy for employment. I agree to cooperate in such investigation and, by signing below, I authorize current and prior employers, references, and contacts to cooperate fully in this investigation.

I hereby agree to submit to any drug or alcohol testing that may be required as a condition of 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.

I understand that my employment is terminable-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 continued employment, and that the employer or I may terminate my employment at any time with or without cause or notice.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status, or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## AUTHORITY TO RELEASE INFORMATION

I understand that in processing my application with the Benton Rural Electric Association, an investigation may be made in which information is obtained through personal interviews, and a review of information held by law enforcement or other government agencies. I authorize you to verify my past employment and education, criminal records, credit history, motor vehicle records, personal references, and other job related data provided on this form and on my application for employment, or via the interview process. I authorize the appropriate individuals, companies, institutions or agencies to release information, and I release them from any liability as a result of such inquires or disclosures. A report may be generated summarizing his information.

I further understand and waive my right to privacy in this investigation and release and hold harmless the Benton Rural Electric Association, and its agent Verified Credentials, Inc. from any liability.

I have a right under the "Fair Credit reporting Act" to obtain a copy of this report by directing a written request to Verified Credentials Incorporated.

I agree that any decision to hire me is contingent upon the results of my report, and certify that all statements and answers on my application for employment, resume or interview are true and complete to the best of my knowledge. I understand that if any statements are found to be false or that if information has been omitted, this will be cause for disqualification and immediate termination of my employment.

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Last Name	First Name	Middle Name
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Previous Name/Maiden Name/ A.K.A.'s	Date of Change
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Street Address

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City	State	Zip Code
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Please list the cities and states you have lived in, if the above address does not encompass 7 years

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Social Security No.	Date of Birth
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Drivers License Number

I understand that a photocopy of this authorization would be accepted with the same authority as the original.  
This release will expire one year after the date of origination.

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Signature	Date
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