



Application for Employment

Peace River Electric Cooperative

P.O. Box 1310
Wauchula, FL 33873

Date of Application _____

It is the practice of Peace River Electric Cooperative to accept Applications for Employment for existing vacancies only. You must submit a separate application for each position for which you desire to be considered. Complete information should be furnished in order that we may give you fair and appropriate consideration. As an Equal Opportunity Employer, it is the policy of Peace River Electric Cooperative to afford equal employment opportunity to all individuals, regardless of race, color, religion, sex, national origin, handicap, disability, veteran status, or age.

1. Position Information

Position applying for: _____

Have you ever applied for a job with Peace River Electric Cooperative? Yes No

If "Yes" please give the dates of application and the position for which you applied.

Have you previously been employed with Peace River Electric Cooperative? Yes No

If "Yes" what was the date of you termination? _____

2. General Information

Name _____
Last First Middle

Address _____ Home Phone Number _____
Business Phone Number _____

If hired, can you furnish proof that you are eligible to work in the United States? Yes No

(If unsure of the documentation needed to prove eligibility to work in the United States, we will explain the legal requirements.) If "No" please explain: _____

When will you be available for work? _____

If hired can you furnish proof that you are 18 years of age? Yes No

Have you been convicted of a felony or released from prison in the past 10 years? Yes No

Note: "Yes" answer does not automatically disqualify you from employment since the nature of offense, date and type of job for which you are applying will be considered. If "Yes" please explain: _____

Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or a dropping of the charge)? Yes No Note: "Yes" answer does not automatically disqualify you from employment. If "Yes" please explain: _____

Are you related by "blood" or marriage to the immediate family of any present Peace River Electric Cooperative employee Yes No Name _____ Relationship _____

Do you have any commitments to another employer that might affect your employment with our company?

Yes No If "Yes" please explain: _____

If hired will you be able to work during the normal hours and days required for the position for which you are applying? Yes No If "No", please explain: _____

3. Military Status

Do you have any experience from your military service that would be relevant to the job for which you are applying? Yes No If "Yes", please explain: _____

4. Education and Training

| | | | |
|---------------------|--|------------------------|--|
| High School | Name _____ Address _____ Did you Graduate? _____ | College | Name _____ Address _____ Degree _____ Major _____ Minor _____ |
| Trade School | Name _____ Address _____ Degree _____ Major _____ Minor _____ | Graduate School | Name _____ Address _____ Degree _____ Major _____ Minor _____ |

Do you have all the professional licenses and certifications listed in the job Announcement, job advertisement, or job description, or that are necessary to perform the job for which you are applying?
 Yes No If "No" please explain: _____

5. Employment History (Begin with the most recent)

| | |
|------------------|------------------------------|
| _____ | Employed from _____ to _____ |
| Company _____ | Position Title _____ |
| Address _____ | Duties _____ |
| _____ | _____ |
| Phone _____ | Wage/Salary Range \$ _____ |
| _____ | Reason for Leaving _____ |
| Supervisor _____ | |

| | |
|------------------|------------------------------|
| _____ | Employed from _____ to _____ |
| Company _____ | Position Title _____ |
| Address _____ | Duties _____ |
| _____ | _____ |
| Phone _____ | Wage/Salary Range \$ _____ |
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| Company _____ | Position Title _____ |
| Address _____ | Duties _____ |
| _____ | _____ |
| Phone _____ | Wage/Salary Range \$ _____ |
| _____ | Reason for Leaving _____ |
| Supervisor _____ | |

6. Personal Reference

Name _____

Address _____

Home Telephone Number _____

Years Known _____

Name _____

Address _____

Home Telephone Number _____

Years Known _____

Name _____

Address _____

Home Telephone Number _____

Years Known _____

7. Additional Comments

8. To Be Read and Signed by Applicant

I hereby authorize Peace River Electric Cooperative to investigate all statements contained in this application. I understand that misrepresentation or omission of material facts will be a cause for immediate dismissal without notice.

I understand that passing an employment entrance examination by Peace River Electric Cooperative physician is required after employment has been offered to determine physical fitness as related to job requirements. The cooperate physician is hereby authorized to discuss the results of the medical examination, as it relates to work activities, with the appropriate Peace River Electric Cooperative personnel. I certify, as a condition of my employment, that all information given on this application is correct, and that I will comply with all the rules and regulations of this corporation that are in effect now and any others that may be instituted at a later date. I also agree to follow all health and safety regulations including the use of safety equipment at all times on the job.

I also authorize the release of information with regard to my character, ability, employment, and habits and agree to old any person contacted harmless with respect to any information they may give.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview or in any policies, procedures or handbooks that I might receive, is intended to provide an employment contract between Peace River Electric Cooperative and myself. No promises regarding employment have been made to me and I understand that no promise or guarantee is binding upon the Corporation. If and employment relationship is established I understand that I have the right to terminate my employment ac any time, for any reason or for no reason, and Peace River Electric Cooperative retains a similar right, regarding the discontinuation of my employment, subject to the full extent of the law.

I understand that my employment is conditioned also upon the results of an employment entrance urine drug screen for which I submitted or will submit a specimen for testing. I realize that any positive result not caused by the presence of a legitimately prescribed prescription drug will cause my being refused employment or dismissed if the result of the tests are received after my initial employment date.

Signature _____ Date _____

To Be Completed by Hiring Manager and Director of Human Resources

Hire
Position Title _____
Department _____
Salary Grade or Hourly Rate _____
Base Salary/Hourly Rate Offered _____
Justification _____
Date of Offer of Employment _____
Reject
Hiring Supervisor/Manager _____ Date _____

Disposition
Employment Offered and Accepted Start Date _____
Employment Offered and Declined Justification _____
Director of Human Resources _____ Date _____

THIS FORM MUST BE USED ONLY IF ON A TEAR-OFF SHEET THAT IS SEPERATED FROM THE EMPLOYMENT APPLICATION FORMBEFORE IT IS SEEN BY ANY PERSON OR PERSONS MAKING THE HIRING DECISION.

It must be kept in a separate file and used for statistical purposes only.

Applicant Data Record

Applicants are considered for a specified position, and are considered for employment without regard to their race, color, creed, religion, sex, national origin, age, marital status, sexual orientation, military/veteran status, or any on-job-related handicap or medical condition.

As an employer taking affirmative action to ensure the removal of any possible past discrimination, and to help comply with governmental record-keeping requirements, we would appreciate your completing the form in this box. However, COMPLETION OF THIS BOX IS STRICTLY VOLUNTARY. This data will be kept in a confidential file, SEPARATE FROM YOUR APPLICATION FOR EMPLOYMENT.

Name _____

Date _____

Drivers license number _____

Position Applied For _____

How were you refered to our company?

- Saw newspaper advertisement
 A private employment agency
 A friend or relative employed by this company
 Other: Explain _____

Personal Traits

- Check One Male Female
Check One White Black Hispanic
 Asian/Pacific Islander American Indian/Alaskan Native

Check Any That Apply

- Vietnam Era Veteran
 Handicap/Disabled Person
 Disabled Veteran

