Grundy Electric Cooperative

4100 Oklahoma Avenue
Trenton, MO 64683
Phone 800.279.2249

Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Please print all responses. Date _____

Name _____Social Security No. _____

Address _____
Street *City* *State* *Zip Code*

Phone ( )_____ Best time to call_____

Position(s) applying for _____FT _____ PT_____ Temporary _____

Salary Expectations $ _____ per _____ Date available _____

Have you ever applied for work with Grundy Electric Cooperative? Yes _____ (date) _____ No _____

Have you ever been employed by Grundy Electric Cooperative? Yes _____ (date) _____ No _____

How were you referred to Grundy Electric Cooperative? _____

Do you have any relatives who are presently (or have formerly been) employed by Grundy Electric Cooperative?

If yes, explain _____

Do you have the legal right to work in the United States? Yes _____ No _____

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Educational Background

Schooling Level	School Name City & State	Major/Minor	GPA	Did you graduate? If yes, list type of degree/diploma. If no, indicate number of years completed.
High School				Yes_____ No_____
College(s) or University(ies)				Yes_____ No_____
Graduate School(s)				Yes_____ No_____
Technical Training				Yes_____ No_____

Are you taking any courses at present? Yes _____ No _____ If yes, please explain _____

_____

Please list any other job-related courses that you have completed.

Course	Year Passed	Designation Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any software programs you have experience using. _____

_____

List any other skills you have acquired which you feel we should be aware of in considering your application.

_____

_____

_____

Work History

List present and past work experience for the last five years beginning with your most recent job.

1. Employer		From (mo/yr) To (mo/yr)
Street Address	City & State Phone No.	
Your job title		Supervisor
Description of responsibilities		
Reason for leaving (if still employed, state reason for seeking other employment)		
2. Employer		From (mo/yr) To (mo/yr)
Street Address	City & State Phone No.	
Your job title		Supervisor
Description of responsibilities		
Reason for leaving		
3. Employer		From (mo/yr) To (mo/yr)
Street Address	City & State Phone No.	
Your job title		Supervisor
Description of responsibilities		
Reason for leaving		

If currently employed, may we contact your present employer? Yes _____ No _____

If you have ever been employed using a last name(s) other than your current name, please specify name and employer:

_____

List and explain all periods of unemployment below, beginning with your most recent:

From _____ To _____ Explanation_____

From _____ To _____ Explanation_____

Professional References

Please list professional references only **(i.e. former supervisors, instructors or professional associates)**. *Do not include relatives or friends.*

Name and Occupation	Address	Phone	Years Known

1. Do you have any objections to working overtime? Yes ☐ No ☐
2. Can you work overtime without prior notice? Yes ☐ No ☐

Applicant Acknowledgments

By signing below, I hereby certify that all my answers and statements are true and complete. I authorize Grundy Electric Cooperative to make a thorough investigation of past employment, professional references and all other facts stated on this application. I release from all liability or responsibility all persons, places of business and municipalities supplying such information. I realize that falsification or omission of any information will be cause for rejection or dismissal.

I understand that if I accept employment at Grundy Electric Cooperative, I can terminate employment at any time and can be terminated at any time, with or without cause, and that there is no contract, express or implied, for continued employment.

Because of Grundy Electric Cooperative's policy to provide a smoke free environment, I agree to comply with the no smoking rule while at work.

Signed _____ Date_____

Grundy Electric Cooperative, Inc.
4100 Oklahoma Avenue
Trenton, Missouri 64683
800.279.2249

BACKGROUND RESEARCH RELEASE

The undersigned, _____, in connection with this application, authorizes all corporations, companies, credit agencies, educational institutions, persons, law enforcement agencies, military services, and former employers to release information they may have about me to Grundy Electric Cooperative or its agents and releases them from any liability or responsibility from doing so. Further, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I understand that this notice will also apply to any future update reports that may be requested.

If I am hired prior to the completion of these background checks, continual employment is conditional upon the resulting information.

Print Name_____
First Middle Last

Social Security Number_____

Address_____

City/State/Zip Code_____

Driver's License Number_____State_____

Date_____ Mo._____Day_____Year_____
(Date of Birth)

Are you registered with the FMCSA Drug and Alcohol Clearinghouse?_____