

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

**Hancock Wood
Electric
Cooperative**

1399 Business Park
Drive South
North Baltimore, OH 45872
WWW.HWE.COOP

Date of
Application

Last Name		Maiden/Previous Name	First Name		Middle Initial
Permanent Address			Primary Phone Number		
City			Alternate Phone Number		
State	Zip Code	Social Security Number		E-Mail Address	
Local Address (if different from above)			City	State	Zip Code
Reference Type	Reference Name	Address		Telephone No.	Years Known
Professional Reference					
Professional Reference					
Personal Reference					
Position(s) Applied For:					
What is the earliest date you can begin work?			Wage Expected: \$_____ per Hour		
Where did you hear about this job opening?					
Have you previously worked at Hancock Wood Electric?		___ Yes ___ No		If "yes," when?	Job Title:
Are you related by blood or marriage to any person now working for this company? If "yes," give name and relationship to you.			Are you eligible to work in the U.S.? ___ Yes ___ No		
___ Yes ___ No					

Education	Name and Location	Attended (Mo/Yr) From: To:	Grad.? Y / N	S / Qtr Hours	Major / Minor Course Work	Type of Degree
High School						
College(s) University(ies)						
Graduate or Professional						
Other educational, vocational, internship, etc.						

List the skills, experiences and certifications that you have:

		___ CPR (expire date)
		___ First Aid (expire date)

Please list any seminars, courses, other certifications, etc. that you feel are relevant:

--

Work History – Include volunteer experience. Use additional sheets if necessary.

Current or Most Recent Employer		Address		
Supervisor's Name		Telephone No.	May we contact employer? ___Yes ___No	
Job Title	Start Date (Mo/Yr)	End Date (Mo/Yr)	Starting Salary \$ per	Ending or Current Salary \$ per
List major duties in order of their importance in the job:				
Reason for leaving:				

Employer		Address		
Supervisor's Name		Telephone No.	May we contact employer? ___Yes ___No	
Job Title	Start Date (Mo/Yr)	End Date (Mo/Yr)	Starting Salary \$ per	Ending or Current Salary \$ per
List major duties in order of their importance in the job:				
Reason for leaving:				

Employer		Address		
Supervisor's Name		Telephone No.	May we contact employer? ___Yes ___No	
Job Title	Start Date (Mo/Yr)	End Date (Mo/Yr)	Starting Salary \$ per	Ending or Current Salary \$ per
List major duties in order of their importance in the job:				
Reason for leaving:				

Explain any gaps in work history:

Please write a paragraph stating your short and long term goals:

Have you ever plead guilty or "no contest" to a crime, or been convicted of a crime (felony or misdemeanor)? . . . ___Yes ___ No

Do you have any criminal charges pending? ___Yes ___ No

NOTE: A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.

I certify that, to the best of my knowledge, the information I have provided is true, accurate and complete. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed, and (or) criminal action. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I further understand that termination of employment shall be mandatory if fraudulent disclosures are given in attempt to meet position requirements. I acknowledge that I have been given adequate opportunity to disclose disabilities that may require special accommodation and that if I have elected not to reveal these needs in writing that I will hold harmless Hancock Wood Electric Cooperative from any personnel actions that it would typically employ under usual and normal circumstances. I agree to submit to and authorize Hancock Wood Electric Cooperative to conduct verification checks of my criminal background, personal and professional references, credit history, Bureau of Motor Vehicle Records, and searches of other public and private records as Hancock Wood Electric Cooperative deems necessary to secure information regarding me as an applicant for the position I am seeking. I understand I may be asked to undergo pre-employment and random drug testing as a term of employment. In addition, I understand the Hancock Wood Electric Cooperative reserves the right to recheck any record at any time during my employment.

I understand Hancock Wood Electric Cooperative is a discrimination and harassment free environment as well as an Equal Opportunity Employer.

I further understand that if I am hired, employment is not offered for any definite period, regardless of the period of payment of wages. I also understand that I have the right to terminate my employment at any time with or without notice and that the Hancock Wood Electric Cooperative has the same right.

• Signed _____ Date _____