

Employment Application

Position applied for: _____

Date of application: _____

Last name: _____ First name: _____ Middle: _____

Mailing address: _____ City: _____ State: _____ Zip code: _____

Home phone: _____ Cell/other phone: _____

Work phone: _____ Email address: _____

Notice to Any Person Seeking Employment With LREC

- Those applicants requiring reasonable accommodations to the applications and/or interview process should notify a representative of the Human Resources Department.
- Your application will be considered only for the position for which you apply, therefore:
 - You must complete another application each time you wish to apply for another available position.
 - You must complete the entire application even if you have attached/submitted a resume.
 - You must sign and date on the last page of the application.
- After the time period for accepting applications closes, all applications will be reviewed. You will be contacted via letter or phone regarding the outcome of the evaluations.
- Unsolicited applications and resumes are kept on file for 60 days.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Lake Region Electric Cooperative (LREC) to be an Equal Opportunity Employer. The Cooperative affords employment to those qualified persons without regard to race, color, religion, age, sex, national origin, sexual orientation, creed, marital status, pregnancy, physical or developmental disability, membership or activity in a local commission, public assistance status or any other legally protected class. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination based on their status as a member of a protected group or due to the filing of a complaint, the assisting or participation in an investigation, hearing or compliance review regarding equal employment opportunity, or opposing any acts that are in violation of or exercising any rights protected by the Equal Employment Opportunity policy and related laws and regulations.

We have directed all managers and supervisors to emphasize this attitude in recruiting, hiring, and promoting persons in all job classifications. A fair and unbiased opportunity to advance within LREC is offered to all qualified persons.

NOTICE TO HANDICAPPED/DISABLED APPLICANTS

LREC will not discriminate against any applicant for employment because of physical or mental disability in regard to any position for which an applicant is qualified. The Cooperative agrees to employ, advance in employment, and otherwise treat qualified individuals with disabilities without discrimination based upon their physical or mental disability in all employment practices.

NOTICE TO DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA

It is the Cooperative's policy to provide employment and advance in employment qualified disabled veterans and veterans of the Vietnam Era at all levels and segments of the organization. The Cooperative adheres to and is subject to 38 USC 4212 of the Vietnam Era Veterans Readjustment Act of 1974.

EMPLOYMENT OF RELATIVES

In order to control potential conflict of interest, the Cooperative will not hire close relatives of current employees or directors. A close relative is defined as parent (including step or in-law), child (including step or in-law), brother or sister (including step, in-law, or half), grandparent or grandchild. According to Minnesota Law, the Cooperative cannot discriminate on the basis of marital status unless there is a supervisory relationship.

PRE-EMPLOYMENT EXAMINATIONS

To ensure the continued health and safety of all employees and members of LREC, all applicants who have been given an offer for employment must complete a physical examination, test for illegal drugs, and will be subject to a background record check. Employment is contingent upon satisfactory completion of a physical examination and a negative drug test. The examination and testing are conducted by a LREC designated physician at no cost to the applicant. The physical examination will ensure the applicant can perform the essential physical requirements of the position.

EMPLOYMENT ELIGIBILITY

Within three (3) days of starting employment with LREC, an employee must complete an Eligibility of Employment Form (Form I-9). The purpose of the form is to ensure all employees are eligible to work in the United States.



Lake Region Electric Cooperative

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Pelican Rapids, Minnesota 56572-0643
863-1171 • 800-552-7658 • Fax 218-863-5959
E-mail: lrec@lrec.coop
Website: www.lrec.coop

Personal

If necessary, best time to call you at home is: _____ May we contact you at work? _____

Are you over 18 years of age? _____ If yes, best time to call work: _____

List positions previously applied for: _____ None

Federal law requires that individuals entering an employment relationship, before they begin employment, provide documentation of eligibility of employment within the United States. If offered employment, will you be able to provide proof of your eligibility for employment? Yes No

Work Preference

Date available for work: _____ Salary Expectation: _____

Type of employment desired: Full-time Part-time Temporary Seasonal

Will you relocate if job requires it? _____ Will you travel if job requires it? _____

Are you able, either with or without reasonable accommodation, to perform the essential functions of the position for which you are applying? _____

Are you able to meet the attendance requirements of this position? _____

Will you work overtime (more than 40 hours in a week)? _____

Have you received and reviewed a current copy of the position description and requirements for this job? _____

Education

High School

City/State

Check high school grade completed: 1 2 3 4

Did you graduate? Yes No

College/Technical
School/Other

City/State

of Years

Course of Study

Degree, diploma, certificate and honors
received

Military Service
or Training

Military
Branch

Length of Service

Highest
Rank

Describe any pertinent training or schooling
received

Other job-related educational institutions, licenses, certifications, etc.

Work History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheet if necessary). Explain any gaps in employment in comments section below.

EMPLOYER: _____	DATES EMPLOYED FROM: _____	TO: _____
TELEPHONE: _____	STARTING SALARY: \$ _____	
ADDRESS: _____	FINAL SALARY: \$ _____	
JOB TITLE: _____	SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:	
IMMEDIATE SUPERVISOR NAME: _____		
REASON FOR LEAVING: _____		
MAY WE CONTACT FOR REFERENCE:		
EMPLOYER: _____	DATES EMPLOYED FROM: _____	TO: _____
TELEPHONE: _____	STARTING SALARY: \$ _____	
ADDRESS: _____	FINAL SALARY: \$ _____	
JOB TITLE: _____	SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:	
IMMEDIATE SUPERVISOR NAME: _____		
REASON FOR LEAVING: _____		
MAY WE CONTACT FOR REFERENCE:		
EMPLOYER: _____	DATES EMPLOYED FROM: _____	TO: _____
TELEPHONE: _____	STARTING SALARY: \$ _____	
ADDRESS: _____	FINAL SALARY: \$ _____	
JOB TITLE: _____	SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:	
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REASON FOR LEAVING: _____		
MAY WE CONTACT FOR REFERENCE:		
EMPLOYER: _____	DATES EMPLOYED FROM: _____	TO: _____
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ADDRESS: _____	FINAL SALARY: \$ _____	
JOB TITLE: _____	SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:	
IMMEDIATE SUPERVISOR NAME: _____		
REASON FOR LEAVING: _____		
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ADDRESS: _____	FINAL SALARY: \$ _____	
JOB TITLE: _____	SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:	
IMMEDIATE SUPERVISOR NAME: _____		
REASON FOR LEAVING: _____		
MAY WE CONTACT FOR REFERENCE:		

Describe all time periods of one month or more not covered in the employment sections above. You are only required to provide starting and ending dates for those activities taking place within the last five years. Exclude any information that might indicate gender, age, race, color, creed, national origin, religion, sexual orientation, marital status, pregnancy, physical or developmental disability, membership or activity in a local commission, disabled veteran status, Vietnam era veteran status, other eligible veteran status, public assistance status or any other legally protected basis.

Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT _____

Skills and Qualifications

SUMMARIZE ANY SPECIAL TRAINING, SKILLS, LICENSES AND/OR CERTIFICATES THAT MAY QUALIFY YOU AS BEING ABLE TO PERFORM JOB-RELATED FUNCTIONS IN THE POSITION FOR WHICH YOU ARE APPLYING FOR. Exclude any information that might indicate gender, age, race, color, creed, national origin, religion, sexual orientation, marital status, pregnancy, physical or developmental disability, membership or activity in a local commission, disabled veteran status, Vietnam era veteran status, other eligible veteran status, public assistance status or any other legally protected basis.

References

List name and telephone number of three business/work references that are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Telephone	Number of Years Known

Applicant Statement

I certify that all the information I have provided in order to apply for and secure employment with the LREC is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application or (ii) immediately discharge me from LREC, when it is discovered.

I understand I am required to submit to a post-offer, pre-hire physical examination in order for LREC to determine my physical ability to perform the job.

I understand my employment is contingent upon the results of a drug screen for illegal drugs. A confirmed positive screen will result in my disqualification from employment.

I authorize and consent to my references, employers and/or employer representatives, public agencies, licensing authorities, and educational institutions and persons or organizations named in this application and/or accompanying resume to release any information to LREC that may be required to make an employment decision.

I understand this application remains current for 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and complete a new application. A new application must be completed for each job I wish to be considered for.

I understand my employment is not guaranteed for any term, and my employment may be terminated by LREC or myself at any time and for any reason. No manager, supervisor or representative of LREC is authorized to make an oral or written assurance or promise of continued employment.

Do not sign until you have read the above APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** _____

This form will automatically Save As after e-signature is applied. Save the form, then continue completion of the form.

Click **SUBMIT** at the end of this form to email your application.



IS AN EQUAL OPPORTUNITY EMPLOYER

Affirmative Action Voluntary Information

COMPLETION OF INFORMATION BELOW IS VOLUNTARY

We consider all applicants for positions without regard race, color, religion, age, sex, national origin, sexual orientation, creed, marital status, pregnancy, physical or developmental disability, membership or activity in a local commission, public assistance status or any other legally protected class. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination based on their status as a member of a protected group or due to the filing of a complaint, the assisting or participation in an investigation, hearing or compliance review regarding equal employment opportunity, or opposing any acts that are in violation of or exercising any rights protected by the Equal Employment Opportunity policy and related laws and regulations.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations that may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is not a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

PLEASE PRINT

Position(s) applied for: _____

Referral Source

- | | | |
|---|---|--|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> Pelican Press | <input type="checkbox"/> Private Employment Agency |
| <input type="checkbox"/> Employee | <input type="checkbox"/> Detroit Lakes Tribune | <input type="checkbox"/> School |
| <input type="checkbox"/> LREC web site | <input type="checkbox"/> Fargo Forum | <input type="checkbox"/> Relative |
| <input type="checkbox"/> Fergus Falls Daily Journal | <input type="checkbox"/> Job Service/Government Employment Agency | <input type="checkbox"/> Other _____ |

Applicant Information

Last name: _____ First name: _____ Middle initial: _____

Mailing address: _____ City: _____ State: _____ Zip code: _____

Telephone: _____ Male Female

Please check one of the following Equal Employment Opportunity Identification Groups:

- | | | |
|---|---|---|
| <input type="checkbox"/> White (not of Hispanic origin) | <input type="checkbox"/> Black or African American | <input type="checkbox"/> Native Hawaiian / Other Pacific Islander |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian <input type="checkbox"/> Two or more races |

For Administrative Use Only

Position(s) applied for Available Not Available Hired Yes No

Position hired for _____ Date of hire _____

From the EEO job classifications listed below, which one best describes the position filled?

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Executive/Senior Level Officials | <input type="checkbox"/> Professionals | <input type="checkbox"/> Sales Workers | <input type="checkbox"/> Service Workers |
| <input type="checkbox"/> First/Mid-Level Officials and Managers | <input type="checkbox"/> Administrative Support Workers | <input type="checkbox"/> Operatives (semi-skilled) | |
| <input type="checkbox"/> Technicians | <input type="checkbox"/> Craft Workers (skilled) | <input type="checkbox"/> Laborers and Helpers(unskilled) | |

Notes: _____

Completed by: _____ Date: _____

Tell us how you learned about this position opening:

- LREC website
- Job Dig
- Job Service
- Fergus Falls Daily Journal
- Pelican Rapids Press
- Detroit Lakes Tribune
- Walk-in
- Employee
- Relative
- Other _____

Thank you for taking the time to complete this form.

Click SUBMIT and attach your resume and other supporting documents to the email.