



## NOTICE TO ANY PERSON SEEKING EMPLOYMENT WITH LAKE REGION ELECTRIC COOPERATIVE

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- 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 back 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.