SAC OSAGE ELECTRIC COOPERATIVE, INC.

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status.

PERSONAL INFORMATION

_____

Legal name: First Last Middle Initial

_____

Address: Street City State Zip code

Home Telephone: _____ Other Telephone: _____

E-mail: _____ Social Security #: _____

Driver's License #: _____ State: _____

Date: _____ Gender: _____ Race:_____ Ethnicity:_____

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

United States Visa status, if applicable: _____

Have you been convicted of a felony? ☐ Yes ☐ No

If yes, please explain circumstances: _____

Are you at least 18 years old? ☐ Yes ☐ No

Are you related by blood or marriage to any of the following persons: an employee of Sac Osage Electric Cooperative Inc.; a Director or Manager of Sac Osage Electric Cooperative, Inc.?

☐ Yes ☐ No

If so, please state the person and relationship: _____

POSITION INFORMATION

Position applying for: _____ Salary desired: $_____

How did you learn about this position? _____

Employment status desired: ☐ Full Time ☐ Part Time ☐ Temporary

What hours are you available to work? _____

If hired, when could you start? _____

How did you hear about this job? _____

Date available for work: _____

EMPLOYMENT HISTORY *(Most recent first)*

1. **Job Title:**		**Duties:**
Employer:		
Dates of Employment (month / year) From: To:		
Starting Salary:	Ending Salary:	☐ Full Time ☐ Part Time ☐ Temp
Employer's Address:		
Supervisor:	May we contact? ☐ Yes ☐ No	Phone:
Reason for Leaving:		

2. **Job Title:**		**Duties:**
Employer:		
Dates of Employment (month / year) From: To:		
Starting Salary:	Ending Salary:	☐ Full Time ☐ Part Time ☐ Temp
Employer's Address:		
Supervisor:	May we contact? ☐ Yes ☐ No	Phone:
Reason for Leaving:		

3. **Job Title:**		**Duties:**
Employer:		
Dates of Employment (month / year) From: To:		
Starting Salary:	Ending Salary:	☐ Full Time ☐ Part Time ☐ Temp
Employer's Address:		
Supervisor:	May we contact? ☐ Yes ☐ No	Phone:
Reason for Leaving:		

4. **Job Title:**		**Duties:**
Employer:		
Dates of Employment (month / year) From: To:		
Starting Salary:	Ending Salary:	☐ Full Time ☐ Part Time ☐ Temp
Employer's Address:		
Supervisor:	May we contact? ☐ Yes ☐ No	Phone:
Reason for Leaving:		

EDUCATION

Type of school	Name and Location	Dates Attended	Degree Received	Subjects Studied	Did you graduate?
High School					
College / University					
Graduate School					
Tech School					
Other					

Special courses, training or experience acquired, including military experience: _____

_____

_____

SKILLS

Clerical / Office skills		
Computer skills	Name of software:	☐ PC ☐ Mac ☐ WPM
Languages		
Other special knowledge or skills		

Please describe any other experience, abilities or skills that might be helpful in considering your application: _____

_____

_____

Please Read Before Completing This Employment Application

Sac Osage Electric Cooperative, Inc. is an Equal Opportunity Employer. Our objective is to maintain a continuing policy of non-discrimination in employment. You will be considered for employment based upon your qualifications for the position for which you have applied.

- Your application for employment will be kept on file for six months.
- All post-offer pre-employment physicals will include a drug screen (urine sample) to comply with Sac Osage Electric Cooperative, Inc.'s Drug-Free Workplace Program.

Thank you for your interest in Sac Osage Electric Cooperative, Inc.

SAC OSAGE ELECTRIC COOPERATIVE, INC.

P O Box 111

El Dorado Springs, MO 64744

417-876-2721 FAX 417-876-5368

CERTIFICATION & AUTHORIZATION

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

I authorize Sac Osage Electric Cooperative, Inc. to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position.

If employed, I agree to conform to the rules, regulations and policies of the company. I understand that I will be an employee "at will" and either the company or I may terminate my employment relationship at any time for any reason not in violation of law.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

_____ _____

Signature of Applicant **Date**