

Employment Application



Big Horn County Electric Cooperative, Inc. places great emphasis on customer service, teamwork, problem solving, and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership. Big Horn County Electric Cooperative, Inc. is an equal opportunity employer.

Applicants Name: _____

Today's Date: _____

Big Horn County Electric Cooperative, Inc. is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, or veteran status.

Personal Information (Please Print Clearly)

Last Name First Name Middle Name

Street Address

Mailing Address

City: _____ State: _____ Zip Code: _____

Previous address if less than 5-years at current address:

Home Phone Number

Cell Phone Number

Email: _____

I understand that upon employment, proof of legal right to work in the United States and completion of I-9 form will be required.

Are you eligible to work for any United States employer at this time? Yes No

If you are under 18 years of age, do you have a work permit? Yes No

Have you ever been convicted of a felony? Yes No
If yes, please explain:

Do you have a valid driver's license? Yes No

License #: _____ Expires: _____

Do you have a valid Commercial Driver's License (CDL)? Yes No

License #: _____ Expires: _____

Can you travel if the position requires travel? Yes No

Big Horn County Electric Cooperative, Inc. is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, or veteran status.

If you have ever worked or earned degrees under another name, please list below:

Last Name

First Name

Middle Name

Position Desired

Position Applied For: _____

How did you learn of this vacancy? _____

Salary Desired (Annually) \$ _____ Date Available: _____

Are you able to perform the essential functions of this position? Yes No

If no, what accommodation would make it possible for you to perform this job? _____

Have you previously been employed by Big Horn County Electric Cooperative, Inc. or another electric cooperative? Yes No

If yes, indicate position, department, and dates: _____

Do you have any relatives employed at Big Horn County Electric Cooperative, Inc.? Yes No

If yes, who? _____

Education and Training

Indicate Last Level of Education Completed:

High School 1 2 3 4 College or University 1 2 3 4

Graduate School 1 2 3 4

Continue Next Page

Big Horn County Electric Cooperative, Inc. is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, or veteran status.

Type of Education	Name & Location (City, State, Country)	GPA	Did you Graduate	Major or Minor	Degree Earned

Professional certifications and licenses (such as CPA, NASD Series 6): _____

Computer skills (software programs, hardware, operating systems): _____

Other skills or experience that are pertinent to the job applied for: _____

Employment History (Please Print Clearly)

MUST BE COMPLETED EVEN IF ATTACHING YOUR RESUME.

Current or Previous Employer: _____

Dates Employed – From: _____ To: _____
Month/Year Month/Year

Starting Salary: _____ Ending Salary: _____

Contact's Phone Number: _____ Address: _____

Supervisor's Name: _____ Supervisor Job Title: _____

Continue Next Page

Big Horn County Electric Cooperative, Inc. is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, or veteran status.

Your Job Title: _____ Your Duties: _____

May we contact this employer: Yes No

Reason for leaving: _____

Previous Employer: _____

Dates Employed – From: _____ To: _____
Month/Year Month/Year

Starting Salary: _____ Ending Salary: _____

Contact's Phone Number: _____ Address: _____

Supervisor's Name: _____ Supervisor Job Title: _____

Your Job Title: _____ Your Duties: _____

May we contact this employer: Yes No

Reason for leaving: _____

Previous Employer: _____

Dates Employed – From: _____ To: _____
Month/Year Month/Year

Starting Salary: _____ Ending Salary: _____

Continue Next Page

Big Horn County Electric Cooperative, Inc. is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, or veteran status.

Contact's Phone Number: _____ Address: _____

Supervisor's Name: _____ Supervisor Job Title: _____

Your Job Title: _____ Your Duties: _____

May we contact this employer: Yes No

Reason for leaving: _____

Professional Reference (Please list only references that we may contact at this time)

Name	Title	Company	Phone Number
			Home Work
			Home Work
			Home Work
			Home Work
			Home Work

Continue Next Page

Big Horn County Electric Cooperative, Inc. is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, or veteran status.

Affidavit:

Nonbinding Application and Interview Process: I understand that this application will be reviewed, but nothing in this application or any other documents or in the employment evaluation process shall be construed as either an offer or contract of employment or an obligation on the part of **Big Horn County Electric Cooperative, Inc.**

Employment-At-Will: I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of Big Horn County Electric Cooperative, Inc, or myself.

I hereby declare that my statements on this application and on my resume or documents provided to me by **Big Horn County Electric Cooperative, Inc.** are true and correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in a decision not to hire me, or if hired, may result in the termination of my employment. I also authorize investigation of these statements. This investigation may include employment history, reasons for leaving previous employers, criminal record, credit record, driving record, social security number investigation, and degree/certificate verification. I hereby release **Big Horn County Electric Cooperative, Inc.** from all liability for any damages resulting from the information obtained. This application shall be considered active for a period of time not to exceed 180 days.

Applicants Signature: _____

Date: _____

For Office Use ONLY:

Date Received: _____

Received by: _____



NRECA Member

Big Horn County Electric Cooperative, Inc. is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, or veteran status.