



# Black Hills Electric Cooperative

A Touchstone Energy® Cooperative 

## **PLEASE READ BEFORE COMPLETING THE APPLICATION FOR EMPLOYMENT**

*Thank you for your interest in employment with Black Hills Electric Cooperative.*

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Black Hills Electric Cooperative, Inc. is an Equal Opportunity Employer. Our objective is to maintain a continuing policy of equal employment opportunity. You will be considered for employment based upon your qualifications for the position for which you have applied.

- ◆ You must apply for a current available position. The job title must be placed in “Position Applied For” line on the application.
- ◆ 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 position.
- ◆ You must complete the entire application, even if you have submitted/attached a resume.
- ◆ All applications must be received by the posted closing date.
- ◆ Black Hills Electric Cooperative, Inc. will hold all applications submitted for a specific position for one year. You may be contacted if a similar position comes open.

All applications will be reviewed and you will be contacted by telephone or letter regarding the outcome of the evaluations.

If you have any questions, please contact us at 605-673-4461 or 1-800-742-0085.

# Employment Application

P.O. Box 792 | Custer, SD 57730 | (605) 673-4461 | (800) 742-0085

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*Equal Employment Opportunity Employer*

Black Hills Electric Cooperative, Inc. provides equal employment opportunities to all qualified applicants without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by federal or state law.

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## POSITION INFORMATION

Position Applied For: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

This application is valid only for the position listed above. A separate application is required for each position.

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## PERSONAL INFORMATION

Full Legal Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Length of Time at Current Address: \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No

Are you 18 years of age or older?  Yes  No

Are you related to any current employee or director?  Yes  No

If yes, please list name and relationship: \_\_\_\_\_

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## SKILLS & QUALIFICATIONS

List certifications, licenses, technical skills, and other qualifications relevant to the position:

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## EDUCATION

High School (Name & Location): \_\_\_\_\_

Diploma/GED?  Yes  No

College/Trade School: \_\_\_\_\_

Degree/Certification Earned: \_\_\_\_\_

Additional Training or Certifications:

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## EMPLOYMENT HISTORY (Most Recent First)

### Employer 1

Company Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Dates Employed (From/To): \_\_\_\_\_

Supervisor Name & Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

### Employer 2

Company Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Dates Employed (From/To): \_\_\_\_\_

Supervisor Name & Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer 3

Company Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Dates Employed (From/To): \_\_\_\_\_

Supervisor Name & Phone: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**DRIVING INFORMATION**

Driver's License State & Class: \_\_\_\_\_

Endorsements: \_\_\_\_\_

Has your license ever been suspended or revoked?  Yes  No

If yes, please explain: \_\_\_\_\_

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**BACKGROUND INFORMATION**

Have you been convicted of a felony within the past seven (7) years?  Yes  No

A conviction does not automatically disqualify an applicant from employment. Each case will be considered in relation to job requirements and applicable law.

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**APPLICANT CERTIFICATION & ACKNOWLEDGMENT**

I certify that the information provided in this application is true, complete, and accurate to the best of my knowledge. I authorize Black Hills Electric Cooperative, Inc. to verify employment history, education, and references. I understand that any false or misleading information may result in disqualification or termination of employment.

I understand that employment, if offered, is at-will and may be terminated at any time by either party, with or without cause or notice, subject to applicable law.

Any offer of employment is contingent upon satisfactory background screening, reference verification, and post-offer drug testing or medical evaluation, if applicable.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR EMPLOYER USE ONLY**

**ACTION TAKEN**

No Action Taken \_\_\_\_\_ Interview \_\_\_\_\_ Contacted \_\_\_\_\_

**IF INTERVIEWED**

Interviewer(s) \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position Offered \_\_\_\_\_ Position Accepted \_\_\_\_\_ Date \_\_\_\_\_