



# EMPLOYMENT APPLICATION

## PERSONAL INFORMATION

Please Print *(Incomplete information could disqualify you from further consideration)*

Name \_\_\_\_\_ *(Should match Social Security Card)*  
Last First Middle

Address \_\_\_\_\_  
Number Street Apartment Number

Address \_\_\_\_\_  
City State Zip Code

Primary Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

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

Are you 18 years of age or older?  Yes  No If no, can you furnish proof of age? \_\_\_\_\_

Job(s) Applying For \_\_\_\_\_

Date Available \_\_\_\_\_ Wage Expected \_\_\_\_\_ per \_\_\_\_\_

Only U.S. Citizens or Aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States?  Yes  No

Can you work any shift?  Yes  No Can you work overtime, including weekends?  Yes  No

Can you perform the essential functions of the position with or without reasonable accommodation for which you are applying?  Yes  No

If no, please explain (If you have any questions as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question).

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for?  Yes  No

If yes, explain:

How did you hear about us?  Walk In  Advertisement  Referral-Who? \_\_\_\_\_  
 Website  Other \_\_\_\_\_

Have you ever worked for this company before?  Yes  No (If yes, please complete the next two lines)

Dates of Employment \_\_\_\_\_ - \_\_\_\_\_ Department/Project \_\_\_\_\_

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



## EMPLOYMENT APPLICATION

Please list any friends and/or relatives working for South Texas Electric Cooperative, Inc. and their relationship to you.

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

1. Have you ever been convicted of a felony?  Yes  No
2. Have you ever been convicted of a misdemeanor?  Yes  No
3. Have you ever been convicted of any crime related to theft or dishonesty, or involving acts of violence?  Yes  No

(Answering "Yes" to any of the above questions does not necessarily disqualify the applicant from consideration for employment with South Texas Electric Cooperative, Inc.. South Texas Electric Cooperative, Inc. will consider the offense for which you were convicted, the circumstances surrounding the conviction, and the date of the conviction as important factors in making its hiring decision. Falsifying any information regarding criminal conviction will disqualify the applicant from employment consideration.)

**If you answered "Yes" to any of the above conviction questions, please explain**

\_\_\_\_\_

### REFERENCES

Give the names of three professional references, which you have known at least three (3) years.

	Name	Address, Phone, Email	Company	Years Acquainted
1				
2				
3				

### EDUCATION

Type of School	Name of Institution City/State	Dates Attended	Graduated? Yes/No	Date of Graduation	Degree or Diploma	Major
High School		Fr				
		To				
College		Fr				
		To				
Other		Fr				
		To				
			<input type="checkbox"/> No			



## EMPLOYMENT APPLICATION

EMPLOYMENT HISTORY			
Include your last three (3) employers, including periods of unemployment, starting with the most recent and working backwards in time. <i>(Incomplete information could disqualify you from further consideration)</i>			
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize job responsibilities	
Ending Salary		Reason for leaving	
\$	Per		
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize job responsibilities	
Ending Salary		Reason for leaving	
\$	Per		
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize job responsibilities	
Ending Salary		Reason for leaving	
\$	Per		



APPLICANT STATEMENT

Please Read Carefully Before Signing

Information Accuracy

By signing below, I certify that the answers and information, whether set out above, attached to this Employment Application, or provided to South Texas Electric Cooperative, Inc. as a part of my application process, are true, accurate and complete to the best of my knowledge. I understand that if any such information is not true, accurate and complete, I may be disqualified from further consideration for employment, or, if discovered at a later date, dismissed from employment. I authorize South Texas Electric Cooperative, Inc. to investigate all statements contained in this application for employment, and to investigate my character and qualifications. I authorize my prior employers, references, and others with information regarding my work, educational history, or my character, to provide South Texas Electric Cooperative, Inc. all requested information and reference, and to cooperate fully with the investigation of my character and qualifications. I further release all the sources referenced (and all their employees, officer, directors and agents, and South Texas Electric Cooperative, Inc. and its employees, officer, directors and agents) of all the claims and liability for any damage resulting from their furnishing any information, whether I agree or disagree with the content of the disclosed information. Thus, I understand that if any of the reference sources discloses information which I believe to be erroneous, I cannot bring any legal action against that source or South Texas Electric Cooperative, Inc. regarding the disclosure of the information.

Background Check & FCRA

In consideration for employment, South Texas Electric Cooperative, Inc. may obtain a consumer report, including a report from the Department of Motor Vehicles (if applying for a position involving driving during work hours), and/or background reports, which may include any criminal conviction records from any federal, state or local law enforcement agency or court, as a part of the process of considering my candidacy. In the event that information from the report is utilized in whole, or in part, in making an adverse decision with regard to my potential employment, before making the adverse decision South Texas Electric Cooperative, Inc. will provide me with a copy of the report and a description, in writing of my rights under The Fair Credit Reporting Act. (The Fair Credit Reporting Act defines specific rights in dealing with consumer reporting agencies. You may request a summary of these rights from South Texas Electric Cooperative, Inc. at this time, if you wish.) I further release South Texas Electric Cooperative, Inc. (and all their employees, officer, directors and agents) and any law enforcement agency from any and all liability for any damages resulting from furnishing any criminal conviction information, whether I agree or disagree with the contents of the information.

Employment At-Will

I understand that this application is not a contract of employment. I also acknowledge that no oral representations have been made, that no one within South Texas Electric Cooperative, Inc. has the authority to make oral contracts whatsoever. I understand that if South Texas Electric Cooperative, Inc. makes an offer of employment, my employment is terminable at-will, with or without cause, by either myself or South Texas Electric Cooperative, Inc. at any time.

Policy Compliance

I understand that South Texas Electric Cooperative, Inc.'s Drug-Free Workplace Policy (you may request a copy of this policy if you wish) applies to all applicants and employees, if I am employed. I understand that after I submit this application, I am required to report to South Texas Electric Cooperative, Inc. in writing within five days of a drug conviction, and I acknowledge that failure to do so will result in my not being considered for any job with South Texas Electric Cooperative, Inc. in the future. If I am employed by South Texas Electric Cooperative, Inc., and in return for such employment, I agree to comply with all policies and procedures of South Texas Electric Cooperative, Inc., including the rules and regulations set forth in any handbook, manual, policy or any other communication. I also agree to submit to any lawful drug, polygraph, or integrity testing that may be required as a condition of employment, and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that any offer of employment would be contingent on my ability to produce documentation required by law to verify my identity and either U.S. citizen status or authorization to work in the U.S. Nothing herein creates a promise of employment, nor does it change the at-will nature of my employment if I am employed.

BY MY SIGNATURE BELOW, I HEREBY AUTHORIZE SOUTH TEXAS ELECTRIC COOPERATIVE, INC. TO OBTAIN A CONSUMER REPORT AND/OR AN INVESTIGATIVE REPORT TO CONSIDER ME FOR EMPLOYMENT. I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENTS AND UNDERSTAND THEM, AND AGREE TO ALL CONDITIONS AND STATEMENTS SET FORTH ABOVE.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_