

PLEASE READ BEFORE COMPLETING THE APPLICATION FOR EMPLOYMENT

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

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.
- ◆ You must sign and date on page four of the application.
- ◆ 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 six months. You may be contacted if a similar position comes open.

After the closing date, all applications will be reviewed. You will be contacted by telephone or letter regarding the outcome of the evaluations.

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



Black Hills Electric Cooperative, Inc.

P.O. Box 792 - Custer, SD 57730-0792

Telephone: (605) 673-4461 Toll Free: (800) 742-0085

APPLICATION FOR EMPLOYMENT

We ARE an Equal Opportunity Employer

(Please Print In Ink)

Position applied for _____ **Date available to start** _____

Note: If you are not selected for employment, your application will be held for six months, then destroyed. This application may not be considered for any future position openings. You must reapply.

PERSONAL

Name _____ SS # _____
(Last) (First) (Middle)

Present Address _____
(Number, Street, City, State, Zip)

How long have you lived at this address? _____ Telephone # _____

Are you a close relative of any current employee or director of Black Hills Electric Cooperative? Yes [] No []
If yes, state their name and relationship _____

Are you either a U.S. Citizen or lawfully seeking employment in the U.S.?
Yes [] No [] If employed, proof will be required.

Have you ever been in the armed forces? Yes [] No []
Reserve Status: Active _____ Stand By _____

Can you perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? Yes [] No []

List work skills you possess as they relate to this job _____

EDUCATION

High School - Circle highest grade completed 9 10 11 12
Graduated? Yes [] No []

College/Trade School - Years of study _____ Degree Reached _____
Course of Study/Trade _____

Other training _____

PREVIOUS EMPLOYMENT EXPERIENCE

Most Recent:

Position _____ Supervisor _____ Pay Rate ____ per ____

Employer Name, Address and Telephone Number _____

Dates Worked From _____ To _____ Reason for leaving _____

Specific work performed _____

Position _____ Supervisor _____ Pay Rate ____ per ____

Employer Name, Address and Telephone Number _____

Dates Worked From _____ To _____ Reason for leaving _____

Specific work performed _____

Position _____ Supervisor _____ Pay Rate ____ per ____

Employer Name, Address and Telephone Number _____

Dates Worked From _____ To _____ Reason for leaving _____

Specific work performed _____

PERSONAL REFERENCES

Give the name, address, and telephone number of three personal references. They should not be related to you and should not be previous employers.

- 1.) _____
- 2.) _____
- 3.) _____

DRIVING INFORMATION

Your current Drivers License is what class? _____ Endorsements? _____
From what state? _____

Has your Drivers License ever been revoked? Yes [] No []

If yes, why? _____

Are you 18 years of age or older? Yes [] No []

FELONY CONVICTION

Have you been convicted of a felony within the last 7 years? Yes [] No []
(The existence of a record of convictions for criminal offenses is not considered automatic bar to employment.)

If yes, please explain _____

APPLICANT'S STATEMENT

The facts set forth above are true and complete. I hereby authorize investigation of all statements contained in this application and full disclosure of my present and prior work record. I understand that employment is contingent upon this investigation and, if employed, false statements in this application shall be considered sufficient cause for dismissal. I understand that this application is not a contract of employment and that the employment relationship between myself and Black Hills Electric Cooperative, Inc., is terminable-at-will. Any changes in this employment relationship must be made in writing.

I understand that any offer of employment is conditional upon a satisfactory health evaluation by a doctor selected by Black Hills Electric Cooperative, Inc., to determine whether I can perform the job duties. I specifically authorize, as a part of the physical examination, a test for drugs and other controlled substances.

Signature of Applicant _____ Date _____

FOR EMPLOYER'S USE ONLY

REFERENCE CHECK

1) Name _____ Date _____ Comments _____

2) Name _____ Date _____ Comments _____

3) Name _____ Date _____ Comments _____

4) Name _____ Date _____ Comments _____

5) Name _____ Date _____ Comments _____

6) Name _____ Date _____ Comments _____

ACTION TAKEN

No Action Taken _____ Interview _____ Contacted _____

IF INTERVIEWED

Interviewer(s) _____ Date _____ Time _____

Comments _____

Position Offered _____ Position Accepted _____ Date _____