

PLEASE READ BEFORE COMPLETING THE APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with Black Hills Electric Cooperative, Inc. (BHEC). BHEC is committed to maintaining a continuing policy of equal employment opportunity. Applicants will be considered based on their qualifications for the position applied for.

- Applications must be submitted for a currently available position. Please indicate the job title on the "Position Applied For" line.
- Each position requires a separate application. If you wish to apply for multiple positions, complete a new application for each.
- Complete all sections of the application, even if you have attached a resume.
- You must sign and date the application on page four.
- Applications must be received by the posted closing date.
- Applications will be held on file for six months. You may be contacted if a similar position becomes available.

All applications will be reviewed, and applicants will be notified of the outcome by phone or letter. For questions, contact BHEC at **(605) 673-4461** or **1-800-742-0085**.

Submit applications to:

Bill Brisk, Manager of Operations
Black Hills Electric Cooperative, Inc.
P.O. Box 792, Custer, SD 57730-0792

We are an equal opportunity provider, employer, and lender.



Black Hills Electric Cooperative

A Touchstone Energy® Cooperative



APPLICATION FOR EMPLOYMENT

Position Applied For: _____

Date Available to Start: _____

Personal Information

- Name: _____ (Last, First, Middle)
- Address: _____ (Street, City, State, Zip)
- Phone: _____
- Length of residence at this address: _____
- Are you a relative of any current BHEC employee or director? ☐ Yes ☐ No
If yes, state name and relationship: _____
- Are you a U.S. citizen or authorized to work in the U.S.? ☐ Yes ☐ No
- Have you served in the armed forces? ☐ Yes ☐ No
Reserve Status: ☐ Active ☐ Standby
- Can you perform the essential functions of the job with or without
reasonable accommodation? ☐ Yes ☐ No
- List relevant work skills: _____

Education

High School: Circle highest grade completed: 9 10 11 12

Graduated? ☐ Yes ☐ No

College/Trade School:

- Years of study: _____
- Degree earned: _____
- Field of study: _____

Other Training:

Employment History

(Start with most recent employer)

Employer Name, Address, Telephone: _____

Position: _____

Supervisor: _____

Pay Rate: _____ per _____

Dates Employed: From _____ to _____

Reason for Leaving: _____

Specific Work Performed: _____

(Repeat for previous employment as needed)

Personal References

Provide three references not related to you or prior employers:

1. Name: _____ Address: _____
Phone: _____
 2. Name: _____ Address: _____
Phone: _____
 3. Name: _____ Address: _____
Phone: _____
-

Driving Information

- Driver's License Class: _____ Endorsements: _____
- State of Issue: _____
- Has your license ever been revoked? ☐ Yes ☐ No

If yes, explain: _____

- Are you 18 years or older? ☐ Yes ☐ No
-

Criminal History

- Have you been convicted of a felony within the past 7 years? ☐ Yes ☐ No

If yes, explain: _____

(A record of convictions does not automatically disqualify employment.)

Applicant Statement

I certify that the information provided is true and complete. I authorize BHEC to investigate all statements and records related to my application. I understand that employment is contingent on satisfactory results of this investigation and that false statements may result in dismissal. I acknowledge that this application does not constitute a contract of employment and that employment with BHEC is at-will. I also understand that any offer of employment may be conditional upon a health evaluation, including a drug and controlled substance test.

Signature of Applicant: _____ Date: _____

For Employer Use Only**Reference Checks:**

1. _____ Date: _____ Comments: _____
2. _____ Date: _____ Comments: _____
3. _____ Date: _____ Comments: _____

Action Taken: ☐ No Action ☐ Interview ☐ Contacted

If Interviewed:

- Interviewer(s): _____ Date: _____ Time: _____
- Comments: _____

Position Offered: _____

Position Accepted: _____

Date: _____