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.

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

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.

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.

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: _____

SKILLS & QUALIFICATIONS

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

_____

_____

_____

EDUCATION

High School (Name & Location): _____

Diploma/GED? ☐ Yes ☐ No

College/Trade School: _____

Degree/Certification Earned: _____

Additional Training or Certifications:

_____

_____

EMPLOYMENT HISTORY (Most Recent First)

<u>Employer 1</u>

Company Name: _____

Position Held: _____

Dates Employed (From/To): _____

Supervisor Name & Phone: _____

Reason for Leaving: _____

<u>Employer 2</u>

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: _____

DRIVING INFORMATION

Driver's License State & Class: _____

Endorsements: _____

Has your license ever been suspended or revoked? ☐ Yes ☐ No

If yes, please explain: _____

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:

_____

_____

_____

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 _____