

PLEASE READ BEFORE COMPLETING THE EMPLOYMENT APPLICATION

People's Energy Cooperative is an Equal Opportunity Provider and Employer. Our objective is to maintain a continuing policy of non-discrimination in employment. You will be considered for employment based upon your qualifications for the position for which you have applied.

- You must apply for a current open position; we do not keep applications on file.
- Your application will be considered ONLY for the position for which you apply; therefore, you must:
 - o Place the job title in the "Position Applied For" area of the application.
 - o Complete a separate application form each time you apply for a position.
 - o Complete the entire application even if you have attached/submitted a resume`.
 - o Sign and date page 6 of the application.
 - o Submit completed application, resume`, and a copy of your official school transcript, by mail or fax: 507-367-7002.
- All post-offer pre-employment physicals will include a drug screen (using a urine sample).
- Positions may require a criminal report and/or a credit history check/report may be completed.

If you have any questions about the position you are applying for, or about the application, please contact our Human Resource Department at 507-367-7000.

Thank you for your interest in People's Energy Cooperative

PEOPLE'S ENERGY COOPERATIVE APPLICATION FOR EMPLOYMENT

People's Energy Cooperative is an equal opportunity employer. No information provided here will be used in an unlawful manner. Please complete in your own handwriting if it is not provided to you electronically. Answer each question. Incomplete applications will not be considered. Read and sign page 6.

POSITION APPLIED FOR: _____

GENERAL INFORMATION

Name: _____
Last First Middle

Mailing Address: _____

Telephone Number(s): _____

Email Address: _____

Yes No Are you under the age of 18?

Yes No Do you have a valid driver's license? (A valid driver's license is a job-related requirement of some positions at People's Energy Cooperative.) If yes, state any endorsements.

Yes No Were you referred by a current People's Energy Cooperative employee for this position? If the answer is yes, provide the employee's name.

Yes No Are you legally eligible for employment in the United States? You will be required, as a part of the application process, to provide any employment eligibility verification mandated by the federal government.

Yes No Have you ever been employed by People's Energy Cooperative? If yes, provide dates of employment.

Yes No Are you related by blood or marriage to any of the following persons: an employee of People's Energy Cooperative or a member of the Board of Directors or People's Energy Cooperative? If yes, state the name(s), relationship(s) and position(s) held by the person(s) to whom you are related.

EMPLOYMENT HISTORY

Provide the employment information requested below. Begin with your present or most recent employment. If necessary, use the bottom of page 3, Other Information, to complete your employment history.

Employer Name and Address:

Phone Number: _____

Type of Business: _____

Starting Salary: \$ _____

Ending Salary: \$ _____

Name of Supervisor: _____

Phone Number: _____

Job Title: _____

Describe the work you did: _____

From (Month/Year): _____

To (Month/Year): _____

Reason for Leaving: _____

Employer Name and Address:

Phone Number: _____

Type of Business: _____

Starting Salary: \$ _____

Ending Salary: \$ _____

Name of Supervisor: _____

Phone Number: _____

Job Title: _____

Describe the work you did: _____

From (Month/Year): _____

To (Month/Year): _____

Reason for Leaving: _____

Employer Name and Address:

Phone Number: _____

Type of Business: _____

Starting Salary: \$ _____

Ending Salary: \$ _____

Name of Supervisor: _____

Phone Number: _____

Job Title: _____

Describe the work you did: _____

From (Month/Year): _____

To (Month/Year): _____

Reason for Leaving: _____

___ Yes ___ No May we contact the employers previously listed? If no, indicate which employer(s) we should not contact:

EDUCATION AND TRAINING

Indicate all schools that you have attended:

HIGH SCHOOL:

Name/Address: _____

Last Year Completed: ___ 9 ___ 10 ___ 11 ___ 12 Year Graduated: _____

VOCATIONAL/TECHNICAL:

School Name/Address: _____

Last Year Completed: ___ 13 ___ 14 Major Course(s) of Study: _____

Diploma/Degree and Year Graduated: _____

COLLEGE/UNIVERSITY:

Name/Address: _____

Last Year Completed: ___ 13 ___ 14 ___ 15 ___ 16 Major Course(s) of Study: _____

Diploma/Degree and Year Graduated: _____

GRADUATE SCHOOL:

Name/Address: _____

Last Year Completed: ___ 17 ___ 18 ___ 19 ___ 20 Major Course(s) of Study: _____

Diploma/Degree and Year Graduated: _____

OTHER POST HIGH SCHOOL COURSES COMPLETED:

SPECIALIZED TRAINING OR SKILLS: List any certifications, special licenses (e.g., CDL), current typing speed, personal computer/tablet training, computer literacy, welding certification, etc., that you possess that pertains to the position for which you are applying. If additional space is needed, continue to use other information section.

SERVICE IN THE ARMED FORCES

From (Month, Day, Year): _____

To (Month, Day, Year): _____

Branch of Armed Forces: _____

Rank: _____

General Duties/Training: _____

OTHER INFORMATION

REFERENCES – PROFESSIONAL AND /OR PERSONAL

Please provide three professional and/or personal references:

Name: _____ Telephone: _____

Address: _____

Name: _____ Telephone: _____

Address: _____

Name: _____ Telephone: _____

Address: _____

APPLICANT AUTHORIZATION

1. READ CAREFULLY AND INITIAL IN FRONT OF EACH ITEM
2. SIGN AND DATE

_____ I certify that the facts contained in this application for employment at People's Energy Cooperative are true and complete to the best of my knowledge. I understand that any misrepresentation, falsification, and/or deliberate omission now or in the future will result in my immediate dismissal.

_____ I authorize investigation of all statements herein. I also authorize by my signature below or a copy thereof, the organizations and individuals referred to herein to furnish information to the Cooperative. The Cooperative shall be held harmless should it, in processing this employment application, rely on information provided from these sources, even if the information provided is inaccurate or erroneous.

_____ I understand that as part of being considered for employment by People's Energy Cooperative, I will be required to undergo a physical examination which will include urine testing for drugs and certain positions also require testing for alcohol.

_____ Additionally, I understand that nothing contained in this employment application or in the granting of an interview or in policies, procedures or handbooks that I might receive, is intended to create any employment contract between People's Energy Cooperative and myself. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Cooperative. If an employment relationship is established, I understand that I have a right to terminate my employment at any time, for any reason and for no reason, and People's Energy Cooperative retains a similar right regarding the discontinuation of my employment subject only to the terms of a collective bargaining agreement, if one applies, and to the full extent permitted by law.

Signed: _____ Date: _____



People's Energy Cooperative

Your Touchstone Energy® Cooperative 

**1775 Lake Shady Avenue South
Oronoco, MN 55960
(507) 367-7000**

INVITATION TO IDENTIFY FOR AFFIRMATIVE ACTION PROGRAM

People's Energy Cooperative is committed to the employment and advancement of minorities, females, individuals with disabilities, and veterans. If you fall in one of these protected classifications, we invite you to identify yourself and receive coverage under our Cooperative's Affirmative Action Plan. You may inform us of your desire to benefit under the program at this time and/or at any time in the future.

Completion of this form is voluntary and in no way affects the decision regarding your employment opportunity. The information provided will be held in the strictest confidence and will not be used in a manner inconsistent with the legal requirements.

Applicant Name: _____ Date: _____

Position Applied for: _____

Male Female

INDICATE THE APPROPRIATE RACE/ETHNIC GROUP:

Yes No Are you Hispanic or Latino? Note: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

If the answer above is "no", check only one of the following:

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South American (including Central America), and who maintain tribal affiliation or community attachment.

Two or more races (Not Hispanic or Latino) – all persons who identify with more than one of the above five areas.

HOW WERE YOU REFERRED TO THIS JOB?

PEC Website Internet Search – specify _____

Employee Referral Publication – specify _____

Employment Agency School/College/University - specify _____

Friend/Relative _____

Newspaper Ad – specify _____ Temporary Agency – specify _____

Other – specify _____