

JACKSON COUNTY REMC/JACKSON CONNECT LLC

APPLICATION FOR EMPLOYMENT

Jackson County REMC (REMC) and its subsidiary Jackson Connect, LLC are an equal opportunity employers. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin, or any other legally-protected status, unless such status constitutes a bona fide occupational qualification. REMC and its subsidiary will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities and for religious beliefs. Jackson County REMC and its subsidiary prohibits smoking in all indoor areas of the facility and within 8 feet from all entrances, in accordance with Indiana's anti-smoking law.

Date of Application _____

PLEASE PRINT

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone (1) () _____ (2) () _____

If you have resided at your present address fewer than three years, list your prior address:

Address _____
Street City State Zip Code

Position(s) Desired _____ Salary Expected _____

Are you available to work: Full Time Part-Time Temporary
 On-Call Overtime Any shift

What date will you be available for work? _____

Are you on a layoff and subject to recall at another employer? Yes No

Have you filed an application here before? Yes No If yes, give date(s) _____

Have you ever been employed here before? Yes No If yes, give date(s) _____

Do you have any relatives or friends employed here? Yes No

If "yes", list name and relationship: _____

Why did you apply for a position at Jackson County REMC/Jackson Connect LLC?

Explain the reasons you would make a valuable employee of Jackson County REMC/Jackson Connect LLC:

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? Yes No

Are you 18 years or older? Yes No

Have you ever been convicted of a crime that has not been expunged by a court? Yes No

If "yes," state the nature of the conviction or plea, the date, and explain _____

Do you have any pending charges for a felony or misdemeanor other than a minor traffic-related infraction?

Yes No

If yes, state the nature of the conviction or plea, the date, and explain _____

(A conviction or plea will not necessarily disqualify you from consideration for employment. The effect of a conviction will be assessed with respect to time, circumstances, seriousness, and job responsibilities. **However, your failure to list a conviction will disqualify you from consideration for employment or will result in termination of employment if subsequently discovered.**)

For purposes of verifying past employment and schools attended, please list any other names you have used.

EDUCATION

Type of School	Name of School	City and State	Number of Years Completed	Graduate?		Course Pursued/ Degrees Granted
				Yes	No	
High School						
College or University						
Business, Trade, Technical, or Correspondence School or College						

Identify any special job-related skills and qualifications acquired from education, employment, volunteer work or military service.

Identify specific skills related to technology, communications, customer service, machines, tools, or other equipment that will be helpful in performing the responsibilities of the position(s) for which you are applying

Identify the previous jobs you liked best and describe why. _____

Identify the previous jobs you liked least and describe why. _____

How did you learn of this employment opportunity? Friend Relative Job Posting Job Hotline
Job Fair Website Friend Other _____

PERSONAL REFERENCES

List the name, address and telephone number of two references who are **not** related to you and are **not** previous employers.

1. _____ (_____) _____
 Name Address Telephone No.

2. _____ (_____) _____
 Name Address Telephone No.

EMPLOYMENT RECORD

Starting with your present or most recent job, list all your employment experience, including part-time or temporary employment. **Do not omit any experience.** You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment. **RESUMES MAY BE SUBMITTED BUT WILL NOT BE ACCEPTED IN PLACE OF THE INFORMATION REQUESTED BELOW.**

Employer _____ Address _____ Telephone _____ Job Title _____ Immediate Supervisor	<u>Employment Dates</u> From To <u>Salary/Hourly Rate</u> Starting Final	Kind of Work Performed: Reason for Leaving: <input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation
Employer _____ Address _____ Telephone _____ Job Title _____ Immediate Supervisor	<u>Employment Dates</u> From To <u>Salary/Hourly Rate</u> Starting Final	Kind of Work Performed: Reason for Leaving: <input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation

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If you need additional space, please continue on a separate sheet of paper.

May we contact the employers listed on previous page? Yes No If "no," indicate which one(s) you do NOT wish us to contact and provide the reason why you prefer that we do not contact the employer(s).

Have you ever been discharged or permitted to resign rather than be discharged from any position? Yes No
If "yes," please state the employer and the reason for the discharge or resignation. _____

APPLICANT'S STATEMENT

(Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.)

Initials

_____ I completed this application and confirm all information in it is TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading, or omitted information may result in the rejection of my application, the revocation of an offer of employment, or discharge.

_____ I authorize investigation of all statements in this application to arrive at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers, or others that are given in response to the inquiry. If REMC or its subsidiary decides to obtain a consumer credit report, I understand that it will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.

_____ I release all parties, including but not limited to REMC, its subsidiary, personal references, and previous or current employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action REMC or its subsidiary takes on the basis of such information.

_____ I understand that if I am offered a job as a condition of beginning my employment, I may be required to undergo a physical examination and drug screen, and I authorize any service provider or medical facility to furnish any medical information with reference to me in conjunction with that examination and related considerations.

_____ I understand that all individuals hired must produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. I understand that an offer of employment is contingent upon my producing the required documentation within the legal time period.

_____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is not for a fixed period of time and is terminable at any time and for any reason by me or by REMC. I further understand that statements that may be contained in policies, practices, handbooks or other material do not create a guarantee of employment and that REMC has the right to modify, amend, or terminate policies, practices, benefits plans, or other programs within the limits and requirements imposed by law. I understand that no REMC representative, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any different agreement and that such agreement must be in writing and signed by both parties to be binding.

_____ If employed, I will sign an agreement relating to confidentiality and non-competition if required.

_____ I confirm that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that REMC offered to me, nor am I in possession of nor will I at any time reveal to the REMC, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship.

_____ Signature of Applicant

_____ Date

VOLUNTARY SELF-IDENTIFICATION

Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records and will only be accessed by the Human Resources Department. Please return completed forms to the Human Resources Department.

Name: _____

Job Title: _____

Gender (please check one of the options below)

____ Male ____ Female

Race/Ethnicity:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify)

Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture regardless of race.

White (Not Hispanic or Latino)- A person having origins in any of the original people 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 people of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (Not Hispanic or Latino)- A person having origins in any of the original people 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 people 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 person who identify with more than one of the five above races.

Date completed: _____

PLEASE RETURN FORM TO HUMAN RESOURCES DEPARTMENT.

Thank you for your participation.