

# Employment Application



[Niobrara Electric Association](#) places great emphasis on customer service, teamwork, problem solving, and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership. [Niobrara Electric Association](#) is an equal opportunity employer.

[Niobrara Electric Association](#) is a drug-free workplace. Pre-employment testing is required.

**Applicant Name** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

## Personal Information (Please Print Clearly)

Last Name	First Name	Middle Name or Initial
Mailing Address		
City	State	Zip Code
Previous address if less than 5 years at current address		
Phone	E-Mail	

I understand that upon employment, proof of legal right to work in the United States and completion of I-9 form will be required.

Are you eligible to work for any United States employer at this time? ☐ Yes ☐ No

If you are under 18 years of age, do you have a work permit? ☐ Yes ☐ No

Do you have a valid driver's license? ☐ Yes ☐ No License # \_\_\_\_\_ Expires \_\_\_\_\_

Do you have a valid Commercial Driver's License (CDL)? ☐ Yes ☐ No

Can you travel if the position requires travel? ☐ Yes ☐ No

If you have ever worked under or earned degrees under another name, please list below:

Last Name	First Name	Middle Name
-----------	------------	-------------

## Position Desired

Position Applied for \_\_\_\_\_

How did you learn of this position? \_\_\_\_\_

Desired Salary \$ \_\_\_\_\_ Date Available \_\_\_\_\_

Are you able to perform the essential job duties of this position? ☐ Yes ☐ No

If no, what accommodation would make it possible for you to perform this job? \_\_\_\_\_

Have you previously been employed by **Niobrara Electric Association** or any other electric cooperative? ☐ Yes ☐ No  
If yes, indicate name of the company, position, and dates: \_\_\_\_\_

Do you have any relatives employed at **Niobrara Electric Association**? ☐ Yes ☐ No  
If Yes, who? \_\_\_\_\_

**Niobrara Electric Association** is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, or veteran status.

## Education and Training

### Indicate Last Level of Education Completed

High School ☐ 1 ☐ 2 ☐ 3 ☐ 4 College or University ☐ 1 ☐ 2 ☐ 3 ☐ 4 Graduate School ☐ 1 ☐ 2 ☐ 3 ☐ 4

Type of Education	Name and Location ( City, State, Country)	GPA	Did you graduate?	Major and Minor	Degree Earned

Professional certifications and licenses \_\_\_\_\_

Computer skills (software programs, hardware, operating systems) \_\_\_\_\_

Other skills or experience that are pertinent to the job applied for \_\_\_\_\_

## Employment History (Please Print Clearly)

**MUST BE COMPLETED, EVEN IF ATTACHING YOUR RESUME.**

List your last three employers with the most recent first.

If you are currently employed, may we contact your employer? ☐ Yes ☐ No

Previous Employer \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Contact's Phone Number \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Job Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Previous Employer \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Contact's Phone Number \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Job Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Contact's Phone Number \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Job Title \_\_\_\_\_

Your Job Title \_\_\_\_\_ Your Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## Professional References (Please list only references that we may contact at this time)

Name	Title	Company	Phone Number

## Affidavit

**Non-binding Application and Interview Process:** I understand that this application will be reviewed, but nothing in this application or any other documents or in the employment evaluation process shall be construed as either an offer or contract of employment or an obligation on the part of [Niobrara Electric Association](#) to provide any benefit to me.

**Employment-At-Will:** I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either [Niobrara Electric Association](#) or myself.

I hereby declare that my statements on this application and on my resume or documents provided by me to [Niobrara Electric Association](#) are true and correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in a decision not to hire me, or if hired, may result in the termination of my employment. I also authorize investigation of these statements. This investigation may include employment history, reasons for leaving previous employers, criminal record, driving record, social security number investigation, and degree or certificate verification. I hereby release [Niobrara Electric Association](#) from all liability for any damages resulting from the information obtained. This application shall be considered active for a period of time not to exceed 180 days.

APPLICANT SIGNATURE \_\_\_\_\_