



**COTTON**  
**ELECTRIC CO-OP**

A Touchstone Energy® Cooperative 

# Application for Employment

## **Personal Information**

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Present Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

## **Employment Desired**

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If so, may we contact your present employer? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_

Names of relatives employed by Cotton Electric Cooperative, if any \_\_\_\_\_

Are you employable in the U.S. \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors? If so, describe in full. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Personal References**

Name	Address	Phone Number

**Educational Background**

Name and Address of School Attended	Number of Years Attended	Did you graduate?	List Diploma or Degree

**Military Service Record**

Have you served in the U.S. Armed Forces? \_\_\_\_\_ What branch? \_\_\_\_\_  
Period of service, from \_\_\_\_\_ to \_\_\_\_\_ List any special training during your time in service \_\_\_\_\_  
\_\_\_\_\_

**Past Employment Information**

List below all present and previous employment, beginning with most recent. Attach current resume if available.

Present/Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Telephone \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Present/Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Telephone \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Present/Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Telephone \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Present/Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Telephone \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Please list any work exercises, special skills, schools or training which you feel would qualify you for work with Cotton Electric Cooperative.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Referral Source**

Facebook,  Newspaper,  Company Website,  Employee Referral \_\_\_\_\_,  Other \_\_\_\_\_

**Please Read Carefully Before Signing**

*The facts set forth in my application for employment are true and complete. I authorize Cotton Electric Cooperative to contact references provided for employment reference checks. I understand that if employed, false statements on the application shall be considered sufficient cause for dismissal. If I am hired, I understand that either Cotton Electric Cooperative or I can terminate my employment at any time and for any reason, with or without cause.*

**Date** \_\_\_\_\_ **Signature of Applicant** \_\_\_\_\_

**This application will be retained in the Cooperative's active application for a period of three (3) months. Thereafter, it will be removed to the inactive applications file, unless renewed.**

**Cotton Electric is an Equal Opportunity Employer**