

APPLICANT DATA RECORD

Applicants are considered for positions, and employees are treated during their employment without regard to their race, color, creed, religion, sex national origin, age, marital status, sexual orientation, military status or any on-job-related handicap or medical condition.

As an employer taking affirmative action to ensure the removal of any possible past discrimination, and to help comply with governmental record-keeping requirements, we would appreciate your completing the form in this box. However, **COMPLETION OF THIS INFORMATION IS STRICTLY VOLUNTARY.** This data will be physically separated from the remainder of your job application before the application is considered for possible employment. This information will be kept in a confidential file, **WITHOUT YOUR NAME ON IT, SEPARATE FROM YOUR APPLICATION FOR EMPLOYMENT.**

Date: _____ Position(s) Applied For: _____

PERSONAL TRAITS:

Check One: _____ Male _____ Female

Check One: _____ White _____ Black _____ Hispanic _____ Asian/Pacific Islander

_____ American Indian/ Alaskan Native _____ Other

Check Any That Apply:

_____ Vietnam Era Veteran _____ Disabled Veteran _____ Handicapped Person

HILCO ELECTRIC COOPERATIVE, INC.

115 East Main

Post Office Box 127

Itasca, TX 76055

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender national origin, age, disability, marital, veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application			
How Did you Learn About Us?					
_____ Advertisement		_____ Friend		_____ Walk-In	
_____ Employment Agency		_____ Relative		_____ Other _____	
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number			E-Mail Address		

Have you ever filed an application with us before? _____ Yes _____ No

If Yes, give date _____

Have you ever been employed with us before? _____ Yes _____ No

If Yes, give date _____

Are you related to any HILCO Electric Cooperative employee or board member?

_____ Yes _____ No

Name and Relationship _____

Are you currently employed? _____ Yes _____ No

On what date would you be available for work? _____

Are you available to work? _____ Full Time _____ Part Time _____ Shift Work _____ Temporary

Have you ever been convicted of or plead guilty or no contest (including being placed on adjudicated probation) to a crime, including felonies, Class A and Class B misdemeanor charges and Driving While Intoxicated? (Conviction will not necessarily disqualify an applicant from employment)

_____ Yes _____ No

If yes, please identify the charge and include the date of conviction or placement on probation and the date you were discharged from jail, prison, or probation, if applicable.

Are you currently on probation or adjudicated probation? (Positive answer will not necessarily disqualify an applicant from employment.)

_____ Yes _____ No

If Yes, Please explain and include the date probation ended or is scheduled to end.

EMPLOYMENT HISTORY

In the following spaces, give a complete record of your employment including periods of unemployment, if any. Begin with your most recent employment and work back. If additional space is needed, attach a supplementary sheet.

Employer		Starting Position	
Address		Last Position	
Telephone		Other Positions Held	
Starting Salary	Final Salary	Immediate Supervisor	
Employed from	Month/Year	Employed to	Month/Year
Duties			
Reason for Leaving		May we contact your employer for a reference?	

Employer		Starting Position	
Address		Last Position	
Telephone		Other Positions Held	
Starting Salary	Final Salary	Immediate Supervisor	
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Telephone		Other Positions Held	
Starting Salary	Final Salary	Immediate Supervisor	
Employed from	Month/Year	Employed to	Month/Year
Duties			
Reason for Leaving		May we contact your employer for a reference?	

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities

Describe any job-related training received in the United States Military

ADDITIONAL INQUIRIES CONCERNING EMPLOYMENT HISTORY

(In responding to these inquiries, continue on a separate sheet if you require additional space.)

1. May we contact your present employer? _____ Yes _____ No

If "no", please explain: _____

2. In order to permit a check of your work and education records, have you ever been known by another name? (An affirmative response will not automatically disqualify you from being considered for employment.)

Yes _____ No _____

If "yes", identify name(s) and relevant date(s): _____

3. Have you ever been dismissed or asked to resign from any employment? _____ Yes _____ No

(An affirmative response will not automatically disqualify you from being considered for employment.)

If "yes", please explain: _____

4. Have you ever been disciplined for tardiness, absenteeism, or any other reason in the last 5 years? Yes _____ No _____

OTHER SPECIAL SKILLS/QUALIFICATIONS

Describe any other special job-related skills or qualifications (e.g. military experience and training, computers, professional associations, licenses, etc.) that would be valuable to the position for which you are applying:

EXPERIENCE SUMMARY

Indicate below the kind of work you have done:

MISCELLANEOUS INFORMATION

(In responding to these inquiries, continue on a separate sheet if you require additional space.)

1. If employment is offered, can you submit a birth certificate, social security card, certificate of U.S. citizenship or verification of your legal right to work in the U.S.? Yes ____ No ____

2. If employment is offered, can you produce person identification such as U.S. Passport, a driver's license or photographic identification card issued by the State? Yes ____ No ____
3. Are you over 18 years of age? Yes ____ No ____
Are you over 21 years of age? Yes ____ No ____

4. Please review the job description of the job for which you are applying. Are you able, with or without reasonable accommodation, to perform all the essential functions of the job? Yes ____ No ____
(A negative response will not necessarily disqualify you from being considered for employment.)

5. If you are applying for a position involving evening or weekend work, are you available to work at those times? Yes ____ No ____
(A negative response will not necessarily disqualify you from being considered for employment.)

6. Are you willing to work overtime as needed? Yes ____ No ____
(A negative response will not necessarily disqualify you from being considered for employment.)

APPLICANT'S STATEMENT

READ THIS AGREEMENT THOROUGHLY AND CAREFULLY BEFORE SIGNING

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also understand and agree that any falsified information or significant omissions will disqualify me from further consideration for employment, and if discovered after I am hired, will result in dismissal. I also affirm that I am making this application solely because I want to work for HILCO Electric Cooperative, Inc., and not for any other purpose.

I also understand that if employment is offered and accepted, such employment is not for any specified term and can be terminated at any time, with or without cause and with or without notice, by either HILCO Electric Cooperative, Inc. or by me. I further understand that this application is not intended to be a contract or employment, and that my at-will employment status cannot be changed except by a written document signed by me and the General Manager/CEO of HILCO Electric Cooperative, Inc. I further understand that no supervisor, manager, other employee or representative of the Employer, other than the General Manager/CEO, has the authority to change the at-will nature of my employment, and that any oral promises of employment for a definite period or statements that are otherwise contrary to my at-will status are not binding upon HILCO Electric Cooperative, Inc.

In support of my being considered for employment, I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and businesses requesting or supplying such information.

I understand that if offered employment, I may be required to submit to a drug screening test as a condition of employment. I further understand that refusing to submit to a test, or test results showing any detectable amount of illegal drugs disqualifies me from employment.

I understand and agree that if I am hired, I am required to read and abide by all rules, policies and regulations of HILCO Electric Cooperative, Inc., governing the conduct of its employees, including the rules which prohibit the use or possession of illegal drugs, alcoholic beverages, firearms, ammunition, weapons, or weapon paraphernalia of any kind in any office, work location or facility of HILCO Electric Cooperative, Inc.

I understand that during my employment, if HILCO Electric Cooperative, Inc., has reasonable suspicion that I am under the influence of alcohol/drugs while at work or if it appears that I am having difficulty performing my job safely or effectively due to the suspected use of alcohol/drugs, I may be required to submit to random alcohol/drug testing as a condition of continued employment. I also understand that drug screen tests may be performed on a reasonable suspicion, post-accident, periodic or random basis during my employment, and that my refusal to submit to a drug or alcohol test may result in immediate dismissal.

I understand that if I am offered employment, I may be required, as a condition of employment, to undergo a physical examination for the purpose of determining whether I am able to perform the essential functions of the job for which I am applying. I hereby authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the essential functions of such job. I understand that refusing to submit to the physical examination may result in me not being considered for employment.

I agree that if I am hired, I will not, during the term of my employment, become associated with or engage in any work or business that is directly or indirectly competitive with HILCO Electric Cooperative, Inc., or that otherwise conflicts with the best interest of HILCO Electric Cooperative, Inc.

I represent and warrant to HILCO Electric Cooperative, Inc., that I am free to become employed by HILCO Electric Cooperative, Inc., and that I have no obligations to any former employer or otherwise that would prevent me from being hired by HILCO Electric Cooperative, Inc. I further represent and agree that I have not and will not improperly disclose to HILCO Electric Cooperative, Inc., any confidential business information, trade secrets, or proprietary information belonging to any former employer or other party ("Confidential Information"). Moreover, I agree that if I am employed by HILCO Electric Cooperative, Inc., I will not improperly disclose Confidential Information to which I gain access by virtue of my employment.

By signing this application, I authorize HILCO Electric Cooperative, Inc. to check my criminal record and references now and at any time during my employment with HILCO. I understand that I will be immediately terminated on the discovery of any false statement made in this application. I further attest that I understand all positions require a valid driver's license and that I must be eligible and remain eligible to be insured as a driver under HILCO's general liability policy.

Signature of Applicant

Date

Note: This application will be retained for active consideration for employment until the position applied for is filled, for a maximum for 1 year. After that time the applicant will need to complete a new application if he/she still wishes to be considered for employment in positions that later become open.

FOR OFFICE USE ONLY

INTERVIEWED BY: _____

DATE: _____