Northwestern Electric Cooperative, Inc. 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. Northwestern Electric Cooperative, Inc. is an equal opportunity employer.

Applicant Name ___________________________________________
Today’s Date ______________________________________________
Personal Information (Please Print Clearly)

Last Name ___________________________ First Name ___________________________ Middle Name ___________________________

Street Address __________________________________________________________

City ___________________________ State ___________________________ Zip Code ___________________________

Previous address if less than 5 years at current address __________________________________________________________

Home Phone ___________________________ Work Phone ___________________________

Fax ___________________________ 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

Have you ever been convicted of a felony (including pleas of guilty and no contest)? □ Yes □ No If yes explain ____________________________________________

Do not include any convictions that have been expunged or sealed. Note: Answering “yes” will not necessarily disqualify you from employment.

Do you have a valid driver’s license? □ Yes □ No License # _______________ Expires _______________

Do you have a valid Commercial Driver’s License (CDL)? □ Yes □ No License # _______________ Expires _______________

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 vacancy? ____________________________________________

Salary Desired (Annual) $ _______________ Date Available _______________

Are you able to perform the essential duties of the job for which you are applying with or without reasonable accommodations? □ Yes □ No

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

Have you previously been employed by Northwestern Electric or another electric cooperatives? □ Yes □ No

If yes, indicate position, department, and dates: ____________________________________________

Do you have any relatives employed at Northwestern Electric Cooperative? □ Yes □ No

If Yes, who? ____________________________________________

Northwestern Electric Cooperative, Inc. 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**

<table>
<thead>
<tr>
<th>Type of Education</th>
<th>Name and Location (City, State, Country)</th>
<th>GPA</th>
<th>Did you graduate?</th>
<th>Major and Minor</th>
<th>Degree Earned</th>
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<tbody>
<tr>
<td>High School</td>
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<td>College or University</td>
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<td>Graduate School</td>
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**Professional certifications and licenses (such as CPA, NASD series 6)**

________________________________________________________

**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**

<table>
<thead>
<tr>
<th>Dates Employed—From</th>
<th>To</th>
<th>Starting Salary</th>
<th>Ending Salary</th>
<th>Contact’s Phone Number</th>
<th>Address</th>
<th>Supervisor’s Name</th>
<th>Supervisor’s Job Title</th>
<th>Your Job Title</th>
<th>Your Duties</th>
<th>Reason for leaving</th>
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</tbody>
</table>
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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Company</th>
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Affidavit

Nonbinding 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 Northwestern Electric Cooperative, Inc. 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 Northwestern Electric Cooperative, Inc. or myself.

I hereby declare that my statements on this application and on my resume or documents provided by me to Northwestern Electric Cooperative, Inc. 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, credit record, driving record, social security number investigation, and degree/certificate verification. I hereby release Northwestern Electric Cooperative, Inc. 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’S SIGNATURE ____________________________