




**Price Electric
Cooperative**

A Touchstone Energy® Cooperative 

PO Box 110/W6803 Springs Drive

Phillips, WI 54555

715-339-2155

HR@PriceElectric.coop

Instructions for Completing Employment Application

Price Electric Cooperative is an Equal Opportunity Employer. Our main objective is to maintain a continuing policy of non-discrimination in employment. You will be considered for employment based upon your qualifications for the position for which you have applied.


- You must apply for a current open position; we do not keep applications on file.
- Your application will be considered only for the position for which you apply; therefore, you must:
 - Place the job title in the “Position Applied For” section of the application.
 - Complete another application each time you wish to apply for another available position.
 - Complete the entire application even if you have attached a resume.
 - Sign and date page 5 of the application.
 - Submit the completed application, along with resume and cover letter either by:
 - Email: HR@PriceElectric.coop
 - Mail: Attn Human Resources, PO Box 110, Phillips, WI 54555
 - Fax: 715-339-2921
- All post-offer, pre-employment physicals will include a drug screen.
- Positions may require a criminal report and/or a credit history check/report be completed.

If you have any questions, please contact the Human Resources department at 715-339-2155.

Thank you for your interest in Price Electric Cooperative.



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Application for Employment

Price Electric Cooperative is an equal opportunity employer.
No information provided here will be used in an unlawful manner.

Position Applied For:		Expected Salary	
Last Name	First Name		Middle Name
Mailing Address		City	State Zip Code
Primary Phone Number		Email Address	

Yes	No	Are you under the age of 18?
Yes	No	Do you have a valid driver's license? (A valid driver's license is a job-related requirement of some positions at Price Electric Cooperative.)
Yes	No	Are you related by blood or marriage to any of the following persons: <ul style="list-style-type: none"> - An employee of Price Electric Cooperative - A member of the Price Electric Cooperative board of directors If yes, state the name, relationship, and position held by the person to whom you are related.
Yes	No	Are you legally eligible for employment in the United States? You will be required as part of the application process to provide any employment eligibility verification mandated by the federal government.
Yes	No	Have you ever been employed by Price Electric Cooperative? If yes, provide dates of employment.
Yes	No	Were you referred by a current Price Electric Cooperative employee for this position? If yes, provide the employee's name?

Employment History

Please provide the employment information requested below. Begin with your present or most recent employment.

Employer Name & Address:	Job Title:	
	Describe the work you did:	
Phone Number:		
Name of Supervisor:		
Supervisor's Phone Number:	From (month/year)	To (month/year)
Reason for leaving:		

Employer Name & Address:	Job Title:	
	Describe the work you did:	
Phone Number:		
Name of Supervisor:		
Supervisor's Phone Number:	From (month/year)	To (month/year)
Reason for leaving:		

Employment History Continued...

Employer Name & Address:	Job Title:	
	Describe the work you did:	
Phone Number:		
Name of Supervisor:		
Supervisor's Phone Number:	From (month/year)	To (month/year)
Reason for leaving:		

May we contact the employers listed?	Yes	No
If no, indicate which employer(s) we should not contact:		

Service in the Armed Forces
Branch of Armed Forces:
General Duties/Training:

Education and Training

School	From	To	Did you graduate?
Location		Type of degree or diploma	
Major Course of Study			
School	From	To	Did you graduate?
Location		Type of degree or diploma	
Major Course of Study			
School	From	To	Did you graduate?
Location		Type of degree or diploma	
Major Course of Study			
School	From	To	Did you graduate?
Location		Type of degree or diploma	
Major Course of Study			

<p>Specialized training or skills that pertain to the position in which you are applying. Ex: computer software, iPad literacy, licenses, certifications.</p>

Applicant Authorization

Read and carefully initial each paragraph before signing.

_____ I certify that the facts contained in this application and/or resume for employment at Price Electric Cooperative are true and complete to the best of my knowledge. I understand that any misrepresentations, falsifications, and/or deliberate omissions identified now or in the future will result in my immediate dismissal.

_____ I authorize investigation of all statements herein. I also authorize by my signature below or a copy thereof, the organizations and individuals referred to herein to furnish information to the Cooperative. The Cooperative shall be held harmless should it, in processing the employment application, rely on information provided from these sources, even if the information provided is inaccurate or erroneous.

_____ I understand that as part of being considered for employment by Price Electric Cooperative, I will be required to undergo a physical examination that will require drug and/or alcohol testing.

_____ Additionally, I understand that nothing contained in this employment application or in the granting of an interview or in any policies, procedures, or handbooks that I might receive, is intended to create an employment contract between Price Electric Cooperative and myself. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Cooperative. If an employment relationship is established, I understand my employment is at-will. I understand I have the right to terminate my employment at any time, for any reason, for no reason, and Price Electric Cooperative retains a similar right regarding the discontinuation of my employment subject only to the terms of a collective bargaining agreement, if one applies, and to the full extent permitted by law.

Signed:

Date:



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