



**PO Box 110  
W6803 Springs Drive  
Phillips, WI 54555**

**(715) 339-2155  
(800)884-0881  
HR@PriceElectric.coop**

## **Please Read Before Completing the Employment Application**

Price Electric Cooperative is an Equal Opportunity Employer. Our 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” area 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/submitted a resume.
  - Sign and date page 4 of the application.
  - Submit the completed application. Use this number if you must fax your application:  
715-339-2921.
  
- All post-offer pre-employment physicals will include a drug screen.
  
- Positions may require a criminal report and/or 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**

OFFICE USE ONLY

# Price Electric Cooperative Application for Employment

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

**Instructions:**

Answer all questions. Your application will not be considered if incomplete.  
Read and sign (type name) page 4.

Submit Application to one of the following:

Email: HR@PriceElectric.coop

By Mail: Price Electric, PO BOX 110 Phillips, WI 54555

Fax: 715-339-2921

**Position Applied for:**

## GENERAL INFORMATION

Last Name		First Name		Middle Name	
Mailing Address			City	State	Zip Code
Home Phone Number		Cell 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: an employee of Price Electric Cooperative; or a member of the Price Electric Cooperative Board of directors?
- If the answer is "yes," state the name(s), relationship(s), and position(s) held by the person(s) to whom you are related.
- Yes  No Are you legally eligible for employment in the United States? You will be required as a 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

Provide the employment information requested below. Begin with your present or most recent employment. Use the **Other Information** section (page 3) to complete your employment history if necessary.

Employer Name and Address:	Job Title:	
	Describe the work you did:	
Phone Number:		
Type of Business:		
Starting Salary:	From: (month/year)	To: (month/year)
Ending Salary:	Reason for Leaving:	
Name of Supervisor:		
Supervisor's Phone Number:		

Employer Name and Address:	Job Title:	
	Describe the work you did:	
Phone Number:		
Type of Business:		
Starting Salary:	From: (month/year)	To: (month/year)
Ending Salary:	Reason for Leaving:	
Name of Supervisor:		
Supervisor's Phone Number:		

Employer Name and Address:	Job Title:	
	Describe the work you did:	
Phone Number:		
Type of Business:		
Starting Salary:	From: (month/year)	To: (month/year)
Ending Salary:	Reason for Leaving:	
Name of Supervisor:		
Supervisor's Phone Number:		

May we contact the employers listed above?  Yes  No

If no, indicate which employer(s) we should not contact:

**EDUCATION AND TRAINING**

Indicate all schools that you have attended.

	High School	Vocational/Technical	College/University	Graduate School
School Name and Address				
Circle Last Year Completed	9 10 11 12	13 14	13 14 15 16	17 18 19 20
Diploma/Degree and Year Graduated				
Major Course(s) of Study				
Other Post High School Courses Completed				

**SPECIALIZED TRAINING OR SKILLS:** Please list training or skills that you possess pertaining to the position for which you are applying, such as: computer software, iPad/tablet literacy, licenses (e.g. CDL), certifications.

**SERVICE IN THE ARMED FORCES**

Branch of Armed Forces:

General Duties/Training:

**OTHER INFORMATION**

**APPLICANT AUTHORIZATION** (Read carefully and 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 this employment application, rely on information provided from these sources, even if the information provided is inaccurate or erroneous.

\_\_\_\_\_ I understand that as a 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 that I have a 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:



**Price Electric Cooperative**

W6803 Springs Drive

P.O. Box 110

Phillips, WI 54555-0110

[www.PriceElectric.coop](http://www.PriceElectric.coop)

A Touchstone Energy® Cooperative 