Application for Employment

The Victory Electric Cooperative Assn., Inc.
PO Box 1335 or 3230 N 14th Ave. • Dodge City, KS 67801

The Victory Electric Cooperative Assn., Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status. This application for employment is good for 365 days only. Consideration for employment after one year requires a new application.

PERSONAL:

Name _____ Date _____
Last First Middle

Address _____
Number & Street City State Zip Code

Position Sought _____ Full Time _____ Part Time _____

Date Available _____ Salary Desired _____ Phone Number _____

Social Security Number _____ Are you over 18 years old? ____ Yes ____ No

Are you legally eligible for employment in the United States? ____ Yes ____ No
(If offered employment, you will be required to provide documentation to verify eligibility.) ____ Yes ____ No

EDUCATION:

Please indicate education or training which you believe qualifies you for the position you are seeking.

High School:
No. of Yrs Completed: _____ Diploma: X Yes ____ No G.E.D.: ____ Yes ____ No

School(s) _____ City/State _____

College and/or Vocational School:
No. of Years Completed: 5

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Other Training or Degrees:

School(s) ______________________ City/State ______________________

Course ______________________ Degrees or Certificate Earned ______________________

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held ______________________

State of Kansas License Number ______________________

License Expiration Date ______________________

Other Professional Memberships ______________________

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

SKILLS:

Data Entry: Excel _____ Other: _____

Word Processing: Microsoft Word _____ Other: _____

Other Software Skills ______________________

EMPLOYMENT:

List last employer first, including U.S. Military Service.

Have you ever been employed by Victory Electric? ____ Yes ____ No If so, give the date ______________

Have you ever worked for another cooperative? _____ Yes _____ No

If yes, where, how long and what position(s) did you hold?

____

May we contact your present employer? _____ Yes _____ No

If any employment was under a different name, indicate name ______________________

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Employer ______________________ Address ______________________

Telephone ______________ Position ______________________

Dates of Employment: From ______________ To ______________

Mo/Yr Mo/Yr

Salary ____________ Supervisor ______________________ Department ______________

Duties _____ FT ____ PT ____ No. of Hrs._____

Reason for Leaving _____

- -

Employer _____ Address _____

Telephone _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____ FT ____ PT ____ No. of Hrs._____

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Employer _____ Address _____

Telephone _____ Position _____

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Salary _____ Supervisor _____ Department _____

Duties _____ FT ____ PT ____ No. of Hrs._____

Reason for Leaving _____

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(If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.)

Explain any gaps in work history: _____

_____

Have you ever been discharged or asked to resign from a job? ____ Yes ____ No

If yes, explain: _____

_____

_____

REFERENCES:

Professional

Name: _____ Company/Title: _____

Address: _____ Phone: _____

Name: _____ Company/Title: _____

Address: _____ Phone: _____

Personal

Name: _____ Company/Title: _____

Address: _____ Phone: _____

Name: _____ Company/Title: _____

Address: _____ Phone: _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize The Victory Electric Cooperative Assn., Inc. to verify their accuracy and to obtain reference information on my work performance. I hereby release The Victory Electric Cooperative Assn., Inc. from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____

APPLICANT AFFIRMATION OF DRUG AND ALCOHOL TESTING POLICY

STATEMENT OF POLICY

The Victory Electric Cooperative Association, Inc., is committed to providing a safe, drug and alcohol free workplace for all company employees and the general public.

The Victory Electric Cooperative Association, Inc., is concerned with the safety and well being of its employees. The Victory Electric Cooperative Association, Inc., Drug and Alcohol Testing Program offers a helping hand to those who need it, while sending a clear message that drug or alcohol use WILL NOT BE TOLERATED!

It is the policy of The Victory Electric Cooperative Association, Inc., that all applicants, for safety sensitive positions, who receive a conditional offer of employment, submit to a drug test to document that they are drug-free. Refusal to comply with this requirement will be considered the equivalent of receiving a confirmed "positive" result for employment and disqualification purposes. Any applicant who receives a confirmed "positive" drug screen result will have the offer of employment withdrawn and will be subject to disqualification from employment. Applicant will be referred to a Substance Abuse Professional (SAP). If an applicant receives a verified positive drug test result and requests a retest of the split sample, applicant agrees to reimburse The Victory Electric Cooperative Association, Inc., for the cost of the retest $150.00

AFFIRMATION OF POLICY

As an applicant for a position I affirm that I have read and understand The Victory Electric Cooperative Association, Inc., Drug and Alcohol Testing Policy Statement of Policy noted above, and I am aware that any offer of employment is conditional upon my taking a drug test and the results thereof. If hired into a position for The Victory Electric Cooperative Association, Inc., I agree to abide by all provisions of the anti-drug policy, as a condition of my continued employment with the company.

_____

Applicant Name (Please Print)

_____ _____

Applicant Signature Date

_____ _____

The Victory Electric Cooperative Association, Inc., Representative Date