



RUNESTONE ELECTRIC ASSOCIATION

6839 Power Lane SW • Alexandria, MN 56308

(320) 762-1121 • www.RunestoneElectric.com

Email: applications@runestoneelectric.com

Application for Employment

PERSONAL INFORMATION

Last Name First Middle

Address

Phone Number

City State Zip

Date

Can you verify your legal right to work in the US? ___ Yes ___ No

EMPLOYMENT INFORMATION

Position Desired

Date you can Start

Salary Desired

Would you accept full-time?
___ Yes ___ No

Would you accept part-time?
___ Yes ___ No

Would you accept temporary work?
___ Yes ___ No

Are you available to work overtime when necessary? ___ Yes ___ No

What machines can you operate? _____

List your computer & software experience _____

What are your other skills? _____

EDUCATION

Name and location of school	Years completed (circle)	Graduated Yes - No	Diploma/Degree Course of Study
High School _____ _____ -----	9 10 11 12	<input type="checkbox"/> <input type="checkbox"/>	_____ _____ -----
Technical College _____ _____ -----	1 2	<input type="checkbox"/> <input type="checkbox"/>	_____ _____ -----
College _____ _____ -----	1 2 3 4	<input type="checkbox"/> <input type="checkbox"/>	_____ _____ -----
Other Training or Degree _____ _____ -----	1 2 3 4	<input type="checkbox"/> <input type="checkbox"/>	_____ _____ -----

EMPLOYMENT HISTORY

Are you employed now? _____

If yes, may we inquire of your present employer? _____

Has your employment with any employer ever been involuntarily terminated? _____

If yes, please identify the employer, date of termination and reason for termination:

List your employment for the last five years. Start with your present position and work backwards, accounting for all periods of employment. Describe your field of work and position and give your duties and responsibilities in such detail as to make your qualifications clear.

Position/Title _____

From _____ to _____
Month Year Month Year

Name of Employer _____

Address & Phone _____

Kind of business or organization _____

Name and Title of your Supervisor _____

Starting Salary _____ Final Salary _____

Duties and Responsibilities _____

Reason for Leaving _____

Machines, Equipment and Software/Computer Experience _____

Position/Title _____

From _____ to _____
Month Year Month Year

Name of Employer _____

Address & Phone _____

Kind of business or organization _____

Name and Title of your Supervisor _____

Starting Salary _____ Final Salary _____

Duties and Responsibilities _____

Reason for Leaving _____

Machines, Equipment and Software/Computer Experience _____

Position/Title _____

From _____ to _____
Month Year Month Year

Name of Employer _____

Address & Phone _____

Kind of business or organization _____

Name and Title of your Supervisor _____

Starting Salary _____ Final Salary _____

Duties and Responsibilities _____

Reason for Leaving _____

Machines, Equipment and Software/Computer Experience _____

Position/Title _____

From _____ to _____
Month Year Month Year

Name of Employer _____

Address & Phone _____

Kind of business or organization _____

Name and Title of your Supervisor _____

Starting Salary _____ Final Salary _____

Duties and Responsibilities _____

Reason for Leaving _____

Machines, Equipment and Software/Computer Experience _____

REFERENCES

Please list the name, address, phone number, occupation and years acquainted for three business references that are not related to you. If you do not have any employment-related reference, please list individuals who can comment on your work skills.

STATEMENT OF NONDISCRIMINATION

Runestone Electric Association is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

PLEASE READ CAREFULLY

All questions on this form must be answered.

Employment Applications are considered active for 6 months.

CERTIFICATION AND AGREEMENT

I hereby affirm that the information I have given is true and correct.

I understand that in the event of my employment by the Cooperative, I shall be subject to dismissal if any of the information I have given in this application is false or if I have failed to give any material information herein requested.

If I am offered employment, I agree to submit to an alcohol and controlled substance test, a criminal background check and a physical examination that tests for essential job-related abilities which I must successfully pass before being finally accepted for employment.

In the event of my employment by the Cooperative, I agree to abide by all present and subsequently issued rules of the Cooperative.

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.

I authorize all previous employers to furnish the Cooperative with copies of my record, reason for leaving and all information they may have concerning me, and I hereby release them and the Cooperative from all liability for any damage whatsoever arising there from. I also authorize investigation of all statements in this application.

Applicant's Signature

Date

Please return completed application and resume to:

Runestone Electric Association
6839 Power Lane SW
Alexandria, MN 56308
Fax: (320) 763-4149
Email: applications@runestoneelectric.com