

Employment Application



Hawkeye REC 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. **Hawkeye REC** is an equal opportunity employer.

All new hires are subject to background checks, including driving records. Passing physical and drug screenings are requirements for all new employees. (Hawkeye REC covers all costs involved)

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
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 _____

Have you previously been employed by *Hawkeye REC* or another electric cooperative? Yes No
If yes, indicate position, department, and dates: _____

Do you have any relatives employed at *Hawkeye REC*? Yes No
If Yes, who? _____

Hawkeye REC 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

High School 1 2 3 4 College or University 1 2 3 4 Graduate School 1 2 3 4

Type of Education	Name and Location (City, State, Country)	GPA	Did you graduate?	Major and Minor	Degree Earned

Professional certifications and licenses (such as CPA, or P.E.) _____

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 _____

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 _____

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)

Name	Title	Company	Phone Number
			Home
			Work
			Home
			Work
			Home
			Work

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 *Hawkeye REC* to provide any benefit to me.

Employment-At-Will: I understand that if I am offered employment my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either *Hawkeye REC* or myself.

I hereby declare that my statements on this application and on my resume or documents provided by me to *Hawkeye REC*, 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 *Hawkeye REC* 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 _____