



A Touchstone Energy® Cooperative
1981 N.E. Stephens St., P.O. Box 1327, Roseburg, OR 97470
541-673-6616 www.douglaselectric.com

Employment Application

POSITION APPLIED FOR:

FULL TIME PART TIME TEMPORARY STUDENT

APPLICANT TELEPHONE:

Douglas Electric Cooperative is an equal opportunity employer and does not discriminate in employment because of race, color, creed, religion, sex, age, national origin, marital status, non job-related qualifying disabilities, or veteran status.

YOUR NAME: LAST FIRST MIDDLE YES NO

ADDRESS: ARE YOU 18 YRS OF AGE OR OLDER? ARE YOU EMPLOYED NOW? MAY WE CONTACT YOUR EMPLOYER? EMPLOYER PHONE

Table with 5 columns: EDUCATION, NAME OF SCHOOL, YRS COMPLETED, STUDY OR TRNG, GRADUATED OR DEGREE. Rows include HIGH SCHOOL, COLLEGE, BUSINESS/TRADE, OTHER.

REFERENCES table with 3 columns: Name, Occupation, Phone. Two rows for references.

EMPLOYMENT: List last employment first.

Large table with 3 columns: EMPLOYER NAME AND ADDRESS, POSITION TITLE/DUTIES SKILLS, DATES EMPLOYED (FROM, TO, REASON FOR LEAVING). Includes a row for SUPERVISOR'S NAME.

**EMPLOYMENT:**

| EMPLOYER NAME AND ADDRESS | POSITION TITLE/DUTIES SKILLS | DATES EMPLOYED     |    |
|---------------------------|------------------------------|--------------------|----|
|                           |                              | FROM               | TO |
|                           | _____                        |                    |    |
|                           | _____                        |                    |    |
|                           | _____                        | REASON FOR LEAVING |    |
| SUPERVISOR'S NAME:        | _____                        |                    |    |

**EMPLOYMENT:**

| EMPLOYER NAME AND ADDRESS | POSITION TITLE/DUTIES SKILLS | DATES EMPLOYED     |    |
|---------------------------|------------------------------|--------------------|----|
|                           |                              | FROM               | TO |
|                           | _____                        |                    |    |
|                           | _____                        |                    |    |
|                           | _____                        | REASON FOR LEAVING |    |
| SUPERVISOR'S NAME:        | _____                        |                    |    |

TYPES OF COMPUTERS, OTHER ELECTRONIC OR MECHANICAL EQUIPMENT THAT YOU ARE QUALIFIED TO OPERATE OR REPAIR:

\_\_\_\_\_

PROFESSIONAL LICENSES, CERTIFICATIONS OR REGISTRATIONS:

\_\_\_\_\_

ADDITIONAL SKILLS INCLUDING SUPERVISION SKILLS, OTHER LANGUAGES, OR INFORMATION REGARDING THE CAREER/OCCUPATION YOU WISH TO BRING TO THE EMPLOYER'S ATTENTION:

\_\_\_\_\_

**VERIFICATIONS/SIGNATURE:**

1. I authorize the investigation of all matters which the company deems relevant to my qualifications for employment, and I release from liability any persons or employers supplying such information and I also release the company from all liability which might result from making the investigation.

2. I understand and agree that I may be required to take a drug and alcohol screen as a condition of hire or continued employment. I agree to consent to take such tests at such times designated by the company, and I agree to release to the company, its directors, officers, agents or employees from any claim arising in connection with the use of such tests.

3. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge.

4. I understand that, if I am hired, I agree to conform to all existing and future company rules and regulations.

5. I have read and reviewed the above statements and other information I provided on this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_