



Jump River Electric Cooperative, Inc.

Your Touchstone Energy® Partner 

1102 W 9th Street North, PO Box 99
Ladysmith WI 54848

Phone: (715) 532-5524
Fax: (715) 532-3065

HR#4A
Rev. 01/17

Please Read Before Completing the Employment Application

Jump River Electric Cooperative, Inc., is an Equal Opportunity Provider and 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 active after a position has been filled.
- 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 a completed application by the stated deadline. Use this number if you must fax your application: 715-532-3065.
- All post-offer pre-employment physicals will include a drug screen (using a urine sample.)
- Positions may require a post-offer criminal report and/or credit history check/report be successfully completed.

If you have any questions, please call 715-532-5524.

Thank you for your interest in Jump River Electric Cooperative, Inc.

Jump River Electric Cooperative is an equal opportunity provider and employer.

OFFICE USE ONLY

JUMP RIVER ELECTRIC COOPERATIVE, INC. APPLICATION FOR EMPLOYMENT

Jump River Electric Cooperative, Inc. is an equal opportunity provider and employer. No information provided here will be used in an unlawful manner.

Please complete the application in your own **handwriting** and use **black ink**. Answer each question. Read and sign page 4.

Mail application to: Jump River Electric Cooperative, PO Box 99, Ladysmith WI 54848, or
Fax to: 715-532-3065

POSITION APPLIED FOR: _____

GENERAL INFORMATION

Name: _____
Last First Middle Initial

Mailing Address: _____

Telephone Number: Home () _____ Work () _____ (optional)

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 Jump River Electric Cooperative.)

Yes No Are you related by blood or marriage to any of the following persons: an employee of Jump River Electric or a member of the Jump River Electric 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 Jump River Electric? If yes, provide dates of employment.

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: _____
Phone Number: () _____	Describe the work you did: _____ _____
Type of Business: _____	_____
Starting Salary: \$ _____	Ending Salary: \$ _____
Name of Supervisor(s): _____	From: ____/____ To: ____/____ Month Year Month Year
Phone Number: () _____	Reason for Leaving: _____ _____
Employer Name and Address: _____ _____	Job Title: _____
Phone Number: () _____	Describe the work you did: _____ _____
Type of Business: _____	_____
Starting Salary: \$ _____	Ending Salary: \$ _____
Name of Supervisor(s): _____	From: ____/____ To: ____/____ Month Year Month Year
Phone Number: () _____	Reason for Leaving: _____ _____
Employer Name and Address: _____ _____	Job Title: _____
Phone Number: () _____	Describe the work you did: _____ _____
Type of Business: _____	_____
Starting Salary: \$ _____	Ending Salary: \$ _____
Name of Supervisor(s): _____	From: ____/____ To: ____/____ Month Year Month Year
Phone Number: () _____	Reason for Leaving: _____ _____

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				
Did you graduate?	Yes No	Yes No	Yes No	Yes No
Diploma/Degree and Year Graduated				
Major Course(s) Of Study				
Other Post High School Courses Completed				

SPECIALIZED TRAINING OR SKILLS: List current typing speed, personal computer training, computer literacy, welding certification, special licenses (e.g.; CDL), etc., that you possess that pertains to the position for which you are applying.

SERVICE IN THE ARMED FORCES

Branch of Armed Forces: _____

General Duties/Training: _____

OTHER INFORMATION

APPLICANT AUTHORIZATION

READ CAREFULLY BEFORE SIGNING

- _____ I certify that the facts contained in this application and/or resume for employment at Jump River Electric Cooperative, Inc. are true and complete to the best of my knowledge. I understand that any misrepresentations, falsifications, or deliberate omissions identified now or in the future may 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 Jump River Electric Cooperative, Inc. I will be required to undergo a physical examination, which will include urine testing for drugs.

- _____ 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 Jump River Electric Cooperative, Inc. 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.

Signed: _____ Date: _____



**Jump River Electric
Cooperative, Inc.**

Your Touchstone Energy® Partner 

**PO BOX 99
LADYSMITH, WISCONSIN
Ph: 715-532-5524 * Fax: 715-532-3065
www.jrec.net**

Invitation to Identify for Affirmative Action Purposes

Jump River Electric Cooperative is committed to the employment and advancement of minorities, females, individuals with disabilities, and veterans. If you fall into one of these protected classifications, we invite you to identify yourself and receive coverage under our company's Affirmative Action Plan. You may inform us of your desire to benefit under the program at this time and/or any time in the future.

Completion of this form is voluntary and in no way affects the decision regarding your employment opportunity. The information provided will be held in the strictest confidence and will not be used in a manner inconsistent with the legal requirements.

Applicant Name

Date

Position Applied For

Check One:

Male

Female

Indicate the Appropriate Race/Ethnic Group

Are you Hispanic or Latino?

Yes

No

(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.)

If No, Check Only One:

- White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South American (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

How Were You Referred to This Job?

- | | |
|--|---|
| <input type="checkbox"/> JREC Homepage | <input type="checkbox"/> Other – Internet Search (Specify) |
| <input type="checkbox"/> Employee Referral | <input type="checkbox"/> Other – Publication (Specify) |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> School/College /University (Specify) |
| <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> Temporary Agency (Specify) |
| <input type="checkbox"/> Wisconsin Job Service | <input type="checkbox"/> Newspaper Ad (Specify) |
| <input type="checkbox"/> Other (Specify) | |