

# EMPLOYMENT APPLICATION

## CADDO ELECTRIC COOPERATIVE, INC

PO BOX 70  
BINGER, OK 73009  
TELEPHONE: 405-656-2322

Date of Application:

### Personal

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Initial Middle Initial

Present Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Street City State Zip

**To Applicant:** We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in the position that best meets your qualifications and may assist us in possible future upgrading.

#### Position applied for

- Office clerical
- Supervisory Inside
- Supervisory Outside
- Administrative
- Outside hourly
- Summer (temporary) outside
- Summer (temporary) inside
- Other: \_\_\_\_\_

- Rate of pay expected \$ \_\_\_\_\_ per  Hour  Month.
- Would you work  Full-Time  Part-Time ?
- Were you previously employed by Caddo?  No  Yes (Date: \_\_\_\_\_)
- On what date would you be available for hire? \_\_\_\_\_
- Are you related to an employee or trustee of Caddo Electric?  No  Yes  
(If yes, whom: \_\_\_\_\_ Relation: \_\_\_\_\_)

**To Applicant:** READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED-OFF AREA The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. P.L. 90-202 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 65 years old. The laws of some States also prohibit some or all the above types of discrimination.

DO NOT ANSWER ANY QUESTIONS CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION, thereby indicating that the requested information is needed for a bona fide occupational qualification, national security laws, or other legally permissible reasons.

- Are you over the age of twenty-one? No  Yes
- Are you a citizen of the USA.? No  Yes
- Have you ever been convicted of , or entered a plea of guilty, no contest or had a withheld judgement to a felony? No  Yes   
If Yes, please explain:

### Summer Employment

**To Applicant:** Complete this section only if you are applying for temporary summer employment.

- Will you be 18 years of age or older before beginning this summer's employment, should you be hired. No  Yes
- Do you plan to enroll for full-time classes this next fall at a college, or a Vocational Technical School? No  Yes
- Is your permanent residence (parent's home) served electricity by Caddo Electric Cooperative? No  Yes

## EDUCATION

	School Attended	Years Completed	Course Of Study	Degree Earned	GPA (optional)
High School					
Vocational Training					
College (Undergraduate Study)					
College (Graduate Study)					
Other					

## MILITARY SERVICE RECORD

Branch	Dates Of Duty		Rank At Discharge
	From	To	

## EMPLOYMENT HISTORY

**To Applicant:** List below all present and past employment, beginning with your most recent.

Employer Name		Dates Employed From	To	Starting Salary	Last Salary	Reason for Leaving	Name of Supervisor
Address							
Responsibilities							Permission to Verify <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer Name		Dates Employed From	To	Starting Salary	Last Salary	Reason for Leaving	Name of Supervisor
Address							
Responsibilities							Permission to Verify <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer Name		Dates Employed From	To	Starting Salary	Last Salary	Reason for Leaving	Name of Supervisor
Address							
Responsibilities							Permission to Verify <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer Name		Dates Employed From	To	Starting Salary	Last Salary	Reason for Leaving	Name of Supervisor
Address							
Responsibilities							Permission to Verify <input type="checkbox"/> Yes <input type="checkbox"/> No

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, and personal characteristics. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigative consumer report.

<b>Signature of Applicant</b>
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