

Post Office Box 130
 Sumter, SC 29151-0130
 P: 803-469-8060
 F: 803-469-8320
BREC-HR@blackriver.coop



Employment Application

SEND COMPLETED APPLICATION AND/OR RESUME TO THE MAILING ADDRESS ABOVE OR EMAIL TO BREC-HR@blackriver.coop

Black River Electric Co-op provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Applicant Information

Full Name: _____ Date: _____
LastFirstM.I.

Address: _____
Street AddressApartment/Unit #

CityStateZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list at least one professional reference.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Additional Information

Do you have a driver's license?

- YES
- NO

License# _____

State of Issue _____

Expiration date _____

Operator

Commercial (CDL)

Moving violations during the past 3 years? _____

Number of accidents during the past 3 years? _____

Skills

List applicable skills:

Microsoft Office:

- Word
- Excel
- Outlook
- Access
- PowerPoint

How did you hear about this position?

- Newspaper: _____
- Employee: _____
- Website: _____
- Norman Williams & Associates
- Job Fair: _____
- Other: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

By signing this application I authorize Black River Electric Cooperative, Inc. and/or its agents to conduct an investigation and verification of all statements and information contained in this application that they may deem relevant to evaluating my qualifications for employment. The investigation may include background check, credit report, criminal history, alcohol/drug testing and standard screening tests.

Applicant (print): _____ SSN: _____

Signature: _____ Date: _____