

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 to all employees and applicants for employment and prohibits discrimination without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Applicant Information

Full Name: _____ Date: _____
First M.I. Last

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ 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? _____

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: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

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

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

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:

- | | |
|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Word | <input type="checkbox"/> Access |
| <input type="checkbox"/> Excel | <input type="checkbox"/> PowerPoint |
| <input type="checkbox"/> Outlook | |

How did you hear about this position?

- | | | |
|---|--|---|
| <input type="checkbox"/> Newspaper: _____ | <input type="checkbox"/> Employee: _____ | <input type="checkbox"/> Website: _____ |
| <input type="checkbox"/> Norman Williams & Associates | <input type="checkbox"/> Job Fair: _____ | <input type="checkbox"/> 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.

Applicant (print): _____

Signature: _____ Date: _____