


Eau Claire Energy Cooperative

Your Touchstone Energy® Partner 

***Read this before you complete the attached employment application.
Save document to your computer before filling out and submitting.***

Eau Claire Energy Cooperative is an equal opportunity employer. Our objective is to maintain a policy of non-discrimination in employment. You will be considered for employment based upon your qualifications for the position for which you have applied.

- We do not keep unsolicited applications on file. You must apply for a current, open position.
- Your application will be considered only for the position for which you apply.
- All post-offer pre-employment testing will include a drug screen, at a minimum. A pre-employment physical may be required for specific positions.
- Positions may require a criminal report and/or credit history background check.

If you have any questions, please contact Human Resources at 715.832.1603

Thank you for your interest in Eau Claire Energy Cooperative

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PO Box 368 Fall Creek, WI 54742
715-832-1603 • (FAX) 715-832-2055
www.ecec.com

Eau Claire Energy Cooperative is an equal opportunity employer. No information provided here will be used in an unlawful manner. Complete the application in your own handwriting if it is not provided to you electronically. Incomplete applications will not be considered.

Instructions:

1. Answer all questions. Your application will not be considered if incomplete.
2. Read and sign Page 4.
3. Mail to: Eau Claire Energy Cooperative or Fax to: (715) 832-5526
P.O. Box 368
Fall Creek, WI 54742 Email to: employment@ecec.com
Attn: Human Resources Department

Position Applied for:

GENERAL INFORMATION

Last Name:

First Name:

Middle Name:

Mailing Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

- ☐ 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 Eau Claire Energy Cooperative.)
- ☐ Yes ☐ No Are you related by blood or marriage to any of the following persons: an employee of Eau Claire Energy Cooperative; an employee of a member distribution cooperative; a member of the Eau Claire Energy Cooperative Board of Directors; or a member of the Board of Directors of any distribution cooperative?
- 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 at Eau Claire Energy Cooperative? If yes, provide dates of employment.
- _____
- ☐ Yes ☐ No Were you referred by a current Eau Claire Energy Cooperative employee for this position? If yes, provide the employee's name.

EMPLOYMENT HISTORY

Provide the employment information requested below. Begin with your present or more recent employment. Place an "X" by any employer(s) you **do not** want us to contact. Use the **Other Information section** (page 3) to complete your employment history if necessary.

	Employer Name and Address:		
Phone Number:		Type of Business:	
Starting Salary:	Ending Salary:	Job Title:	
Supervisor Name:		Supervisor Number:	
Employed From (M/YY):		Employed To (M/YY):	
Describe the work you did: _____			
Reason for Leaving:			
	Employer Name and Address:		
Phone Number:		Type of Business:	
Starting Salary:	Ending Salary:	Job Title:	
Supervisor Name:		Supervisor Number:	
Employed From (M/YY):		Employed To (M/YY):	
Describe the work you did: _____			
Reason for Leaving:			
	Employer Name and Address:		
Phone Number:		Type of Business:	
Starting Salary:	Ending Salary:	Job Title:	
Supervisor Name:		Supervisor Number:	
Employed From (M/YY):		Employed To (M/YY):	
Describe the work you did: _____			
Reason for Leaving:			

EDUCATION AND TRAINING				
Indicate all schools that you have attended.				
	High School	Vocational/Technical	College/University	Graduate School
School Name and Address				
Graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diploma / Degree and Year Graduated				
Major Course(s) of Study				
Other Post High School Courses Completed				
SPECIALIZED TRAINING OR SKILLS				
List any certifications, special licenses (e.g., CDL), current typing speed, personal computer/table training, computer literacy, welding certification, etc., that you possess that pertain to the position for which you are applying below:				
SERVICE IN THE ARMED FORCES				
Branch of Armed Forces:				
General Duties/Training:				
OTHER INFORMATION				

APPLICANT AUTHORIZATION

Read carefully and initial each paragraph before signing.

- _____ I certify that the facts contained in this application and/or resume for employment at Eau Claire Energy Cooperative are true and complete to the best of my knowledge. I understand that any misrepresentations, falsifications, and/or deliberate omissions identified now or in the future will 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 Eau Claire Energy Cooperative I will be required to undergo a physical examination which will include urine testing for drugs. (Certain positions also require testing for alcohol).
- _____ I understand that as a part of being considered for employment by Eau Claire Energy Cooperative I will be required to undergo a background check including but not limited to criminal history, educational verification and prior employment.
- _____ 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 Eau Claire Energy Cooperative 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. If an employment relationship is established I understand my employment is at-will. I understand that I have a right to terminate my employment at any time, for no reason, and Eau Claire Energy Cooperative retains a similar right regarding the discontinuation of my employment subject only to the terms of a collective bargaining agreement, if one applies, and to the full extent permitted by law.

Signed:

Date:

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religions, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

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