




# Four County Electric Membership Corporation

A Touchstone Energy® Cooperative 

Post Office Box 667  
1822 NC Hwy 53 West  
Burgaw, NC 28425  
(910) 259-2171  
Fax: (910) 259-1876  
[www.fourcty.org](http://www.fourcty.org)

## Application For Employment

This Corporation does not discriminate in hiring or employment on the basis of age, race, color, gender, religion, national origin, veteran status or disability. No question on this application is intended to secure information to be used for such discrimination. Be advised that we intend to check and hold you responsible for the accuracy of the statements you make on this application.

Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

*This application will only be considered for the open position for which you are applying. Your application is active only until the current opening has been filled.*

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First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**If under age 18, can you get a work permit?      Yes      No**

**Have you filed an application here before?      Yes      No**

**Have you ever been employed here before?      Yes      No**

**Are you employed now?      Yes      No**

**May we contact your current employer?      Yes      No**

**Are you related to any current Four  
County Electric Membership  
Corporation employee or a member of its  
Board of Directors?      Yes      No**

**If "Yes," give name, position and relationship:**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**If offered this position, what date would you be available for work?**

**Date:** \_\_\_\_\_

**Are you available to work:**

**Full Time**

**Over Time**

**Part Time**

**Temporary**

**Can you travel if the job requires it?                      Yes                      No**

**Have you ever been convicted of a felony?                      Yes                      No**

**If yes please explain:**

(A "Yes" answer to this question does not necessarily preclude consideration for employment.)

## **Skills**

**Do you have good telephone skills?                      Yes                      No**

**Do you have a current driver's license?                      Yes                      No**

**If "Yes," what class license: \_\_\_\_\_**

**Please list your computer skills :**

List other relevant skills and certifications:

## Employee Experience

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, gender, national origin, disability or other protected status.

1. Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Work Performed:

Start Date : \_\_\_\_\_ End Date : \_\_\_\_\_

Starting Hourly Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

2. Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Work Performed:

Start Date : \_\_\_\_\_ End Date : \_\_\_\_\_

Starting Hourly Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

3. Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Work Performed:

Start Date : \_\_\_\_\_ End Date : \_\_\_\_\_

Starting Hourly Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

4. Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Work Performed:

Start Date : \_\_\_\_\_ End Date : \_\_\_\_\_

Starting Hourly Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

5. Employer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Work Performed:

Start Date : \_\_\_\_\_ End Date : \_\_\_\_\_

Starting Hourly Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

# Education

High School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Graduation or GED Date: \_\_\_\_\_

College or University : \_\_\_\_\_

Degree Earned: \_\_\_\_\_

College or University : \_\_\_\_\_

Degree Earned: \_\_\_\_\_

College or University : \_\_\_\_\_

Degree Earned: \_\_\_\_\_

# References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Business: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Business: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Business: \_\_\_\_\_

Business Telephone: \_\_\_\_\_



**Applicant's Statement**  
***Read Carefully Before Signing***

I certify that the information I have provided is true and complete. I authorize my former employers, schools, law enforcement authorities, and personal reference to provide any information they may have regarding me. I hereby release them from all liability for divulging the same. I understand that all statements made are open to investigation by the Corporation, and that if any information given by me in this application is found to be false or misleading, I will be subject to dismissal at any time during my employment, and I agree to hold the Corporation harmless.

If employment is obtained under this application, I will comply with all rules and policies of the Corporation. I agree to be responsible for Corporation property and equipment issued to me by the Corporation until returned by me and to pay for property and equipment not returned. I agree to submit to a physical examination, including drug and alcohol testing, if required.

I understand that my employment is for no definite period of time and may be terminated at any time by the Corporation.

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Date

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Applicant's Signature

**Drug and Alcohol Statement**  
*Read carefully before signing*

Four County Electric Membership Corporation conducts its business with the highest possible degree of safety and efficiency. As part of the employment process and after an offer of employment has been extended, Four County Electric Membership Corporation requires that all applicants undergo testing to determine the presence of drugs. A positive test will result in withdrawal of any offer.

In addition, all employees of the Corporation are subject at any time to tests to determine the presence of drugs and /or alcohol.

In the event of a positive drug test, applicants and employees have the right to have a second test of the same sample conducted by an approved laboratory at their expense.

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Date

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Applicant's Signature

## EQUAL EMPLOYMENT – AFFIRMATIVE ACTION APPLICANT DATA

FOUR COUNTY ELECTRIC MEMBERSHIP CORPORATION is an EQUAL EMPLOYMENT – AFFIRMATIVE ACTION EMPLOYER. It is the policy of Four County Electric Membership Corporation to provide equal employment opportunity to all qualified applicants regardless of race, color, religion, age, gender, national origin, veteran status or disability. The information requested below is used for the purpose of collecting information that Four County Electric Membership Corporation uses in aggregate form for analyzing, monitoring, and reporting on its equal opportunity and affirmative action efforts. **This information will be kept confidential and will not affect our decision to hire or not to hire you. This form will not be maintained with your application or in your personnel file and will not be seen or considered by the person(s) deciding whether or not to hire you or by a person in the chain of command for the position for which you are applying.**

Name: \_\_\_\_\_

County of Residence: \_\_\_\_\_

Application Date: \_\_\_\_\_

Job Applied For: \_\_\_\_\_

SEX: \_\_\_\_\_ Male \_\_\_\_\_ Female

**RACE/NATIONAL ORIGIN:**

\_\_\_\_\_ White

\_\_\_\_\_ Black or African American

\_\_\_\_\_ Hispanic or Latino

\_\_\_\_\_ Asian

\_\_\_\_\_ Am. Indian or Alaskan Native

\_\_\_\_\_ Native Hawaiian or Pacific Islander

\_\_\_\_\_ Two or More Races (Not Hispanic or Latino)

**REFERRAL SOURCE:**

\_\_\_\_\_ Employment Security Agency

\_\_\_\_\_ Walk-in

\_\_\_\_\_ Vocational Rehabilitation Service

\_\_\_\_\_ Education/Technical Institution

\_\_\_\_\_ Personnel Agency

\_\_\_\_\_ Executive Recruiter

\_\_\_\_\_ Newspaper/Journal Ad (specify)

\_\_\_\_\_ Internal Posting

\_\_\_\_\_ Other (specify)