



Jump River Electric Cooperative, Inc.

Since 1938

Your Touchstone Energy® Cooperative



1102 W. 9th Street North
PO Box 99
Ladysmith, WI 54848
Phone: 715-532-5524
Fax: 715-532-3065
www.jrec.com

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

Jump River Electric Cooperative, Inc. 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.

- You must apply for a current, open position. We do not keep applications active after a position has been filled, nor do we keep unsolicited applications on file.
- Your application will be considered only for the position for which you apply, therefore, you must:
 - Place the job title in the "Position Applying For" area of the application.
 - Complete a separate application each time you wish to apply for another available position.
 - Complete the entire application even though you are attaching/submitting a cover letter and resume.
 - Sign and date the application.
- All post-offer pre-employment testing will include a drug screen, at a minimum. A pre-employment physical may be required for specific positions.
- Some positions require a criminal report and credit history background check.

If you have any questions, please contact Human Resources at 715-532-5524.

Thank you for your interest in Jump River Electric Cooperative, Inc.



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Jump River Electric Cooperative is an equal opportunity provider and 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, initial, and sign Page 4.
3. Send to: Jump River Electric Cooperative, Inc. or vjacobs@jrec.com
P.O. Box 99 715-532-3065 Fax
Ladysmith, WI 54848
Attn: Human Resources Department

GENERAL INFORMATION

Position Applying for

Last Name:

First Name:

Middle:

Mailing Address:

City:

State:

Zip:

Cell Phone:

Email address:

- ☐ Yes ☐ No Are you 18 years of age or older?
- ☐ Yes ☐ No Do you have a valid driver's license? (A valid driver's license is a job-related requirement of some positions at Jump River Electric Cooperative.)
- ☐ Yes ☐ No Are you related by blood or marriage to any of the following person(s): an employee of Jump River Electric Cooperative; an employee of a member distribution cooperative; a member of the Jump River Electric 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 Jump River Electric Cooperative? If yes, provide dates of employment.

- ☐ Yes ☐ No Were you referred by a current Jump River Electric Cooperative employee for this position? If yes, provide the employee's name.

EMPLOYMENT HISTORY

Provide the employment information requested below for the past three (3) years. Any verified work performed on a voluntary basis may be included in your employment history. 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	
Education:	High School Graduate
Training:	None

Indicate all schools that you have attended.

	High School	Vocational/Technical	College/University	Graduate School
School Name and Address				
Graduate?	Yes No GED	Yes No	Yes No	Yes No
Degree and Year Graduated				
Major Course(s) of Study				
Other Post High School Courses Completed				

SPECIALIZED TRAINING OR SKILLS	
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List any certifications, special licenses (e.g., CDL), current typing speed, personal computer/tablet 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	
1. Other Information: The Company has not been notified of any litigation or claims against the Company or its directors, officers, or controlling persons. 2. Other Information: The Company has not been notified of any litigation or claims against the Company or its directors, officers, or controlling persons.	

APPLICANT AUTHORIZATION

Read carefully and initial each paragraph before signing.

_____ I certify that the facts contained in this application and resume for employment at Jump River Electric Cooperative are true and complete to the best of my knowledge. I understand that any misrepresentations, falsifications, and 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 Jump River Electric Cooperative I may be required to undergo a physical examination which will include urine testing for drugs and alcohol.

_____ I understand that as a part of being considered for employment by Jump River Electric Cooperative I may be required to undergo a background check including but not limited to criminal history, educational verification, and prior employment, consistent with state law.

_____ I certify that I am able to perform the functions of the position for which I am applying, with or without reasonable accommodation.

_____ 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 Jump River Electric 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 Jump River Electric 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.

Print Name:

Signature:

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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