




# Jump River Electric Cooperative, Inc.

Since 1938

Your Touchstone Energy® Cooperative 

1102 W 9<sup>th</sup> Street North, PO Box 99  
Ladysmith WI 54848

Phone: (715) 532-5524  
Fax: (715) 532-3065

## ***Please Read Before Completing the Employment Application***

Jump River Electric Cooperative, Inc., is an Equal Opportunity Provider and Employer. Our objective is to maintain a continuing 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.
- 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 separate application each time you wish to apply for another available position.
  - Complete the entire application even if you have attached/submitted a resume.
  - Sign and date the application.
- All post-offer pre-employment physicals will include a drug screen.
- Positions may require a post-offer background check.
- If you have any questions, please call 715-532-5524.

Mail Application to:

*Jump River Electric Cooperative  
PO Box 99  
Ladysmith WI 54848*

Fax to:  
715-532-3065

# JUMP RIVER ELECTRIC COOPERATIVE, INC.

## APPLICATION FOR EMPLOYMENT

*No information provided here will be used in an unlawful manner.*

POSITION APPLYING FOR: \_\_\_\_\_

### GENERAL INFORMATION

Name: \_\_\_\_\_  
Last First Middle Initial

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

Telephone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Email Address \_\_\_\_\_

How did you hear about the job opening? \_\_\_\_\_

☐ 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 Jump River Electric Cooperative.)

☐ Yes ☐ No Are you related by blood or marriage to any of the following persons: an employee of Jump River Electric or a member of the Jump River Electric Board of Directors?

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 by Jump River Electric? If yes, provide dates of employment.

Employment History	
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Provide the employment information requested below. Begin with your present or most recent employment.

<p>Employer Name and Address:</p> <p>_____</p> <p>_____</p> <p>Phone Number: (     ) _____</p> <p>Type of Business: _____</p> <p>Starting Salary: _____ Ending Salary: _____</p> <p>\$ _____ \$ _____</p> <p>Name of Supervisor(s):</p> <p>_____</p> <p>Phone Number: (     ) _____</p>	<p>Job Title: _____</p> <p>Describe the work you did: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>From: _____/_____ Month Year To: _____/_____ Month Year</p> <p>Reason for Leaving:</p> <p>_____</p> <p>_____</p>
<p>Employer Name and Address:</p> <p>_____</p> <p>_____</p> <p>Phone Number: (     ) _____</p> <p>Type of Business: _____</p> <p>Starting Salary: _____ Ending Salary: _____</p> <p>\$ _____ \$ _____</p> <p>Name of Supervisor(s):</p> <p>_____</p> <p>Phone Number: (     ) _____</p>	<p>Job Title: _____</p> <p>Describe the work you did: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>From: _____/_____ Month Year To: _____/_____ Month Year</p> <p>Reason for Leaving:</p> <p>_____</p> <p>_____</p>
<p>Employer Name and Address:</p> <p>_____</p> <p>_____</p> <p>Phone Number: (     ) _____</p> <p>Type of Business: _____</p> <p>Starting Salary: _____ Ending Salary: _____</p> <p>\$ _____ \$ _____</p> <p>Name of Supervisor(s):</p> <p>_____</p> <p>Phone Number: (     ) _____</p>	<p>Job Title: _____</p> <p>Describe the work you did: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>From: _____/_____ Month Year To: _____/_____ Month Year</p> <p>Reason for Leaving:</p> <p>_____</p> <p>_____</p>

May we contact the employers listed above? ☐ Yes ☐ No

If no, indicate which employer(s) we should not contact: \_\_\_\_\_

Education					
School	Name and Location	Course of Study	No. of Years	Did you Graduate?	Degree or Diploma
High School				Yes <input type="checkbox"/> No <input type="checkbox"/> GED <input type="checkbox"/>	
Technical or Continuing Education				Yes <input type="checkbox"/> No <input type="checkbox"/>	
College or University				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graduate School				Yes <input type="checkbox"/> No <input type="checkbox"/>	
SPECIALIZED TRAINING OR SKILLS					
<i>List current typing speed, personal computer training, computer literacy, welding certification, special licenses (e.g.; CDL), etc., that you possess that pertains to the position for which you are applying.</i>					

<b>SERVICE IN THE ARMED FORCES</b>
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Branch of Armed Forces: \_\_\_\_\_

General Duties/Training: \_\_\_\_\_

\_\_\_\_\_

## APPLICANT AUTHORIZATION

### READ CAREFULLY BEFORE SIGNING

- \_\_\_\_\_ I certify that the facts contained in this application and/or resume for employment at Jump River Electric Cooperative, Inc. are true and complete to the best of my knowledge. I understand that any misrepresentations, falsifications, or deliberate omissions identified now or in the future may 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, Inc. I will be required to undergo a physical examination, which will include urine testing for drugs.
- \_\_\_\_\_ 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, Inc. 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Jump River Electric Cooperative, Inc.

Since 1938

Your Touchstone Energy® Cooperative



**PO BOX 99**  
**LADYSMITH, WISCONSIN**  
**Ph: 715-532-5524 \* Fax: 715-532-3065**  
**[www.jrec.com](http://www.jrec.com)**