

# SHELBY GAS ASSOCIATION

## Employment Application



Shelby Gas Association places great emphasis on member service, teamwork, problem solving and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership. Shelby Gas Association is an equal opportunity employer.

### PERSONAL INFORMATION

Last Name	First	M.I.	Date
Street Address			
City	State	ZIP	
Previous address if less than 5 years at current address			
Cell Phone	Home Phone		
Work Phone	Email		

I understand that upon my employment, proof of legal right to work in the United States and completion of I-9 form will be required

Are you eligible to work for any United States employer at this	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If Yes Explain	
Do you have a valid driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	License#	Expires
Do you have a valid Commercial Driver's License	YES <input type="checkbox"/>	NO <input type="checkbox"/>	License#	Expires
Can you travel if the position requires travel	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If you have ever worked under or earned degrees under another name, Please list them	Last Name	First Name	Middle Name	

### POSITION DESIRED

Position applied for			
How did you learn of the vacancy?			
Salary Desired (Annual)	\$	Date Available	
Are you able to perform the functions of this position?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If no, what accommodation would make it possible for you to perform this job			
Have you previously been employed by Shelby Gas Association or another cooperative?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If yes, Indicate position, department and dates:			
Do you have any relatives employed at Shelby Gas Association?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?

Shelby Gas Association is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability or veteran status.

**EDUCATION and TRAINING****INDICATE LAST LEVEL OF EDUCATION COMPLETED**

High School  1  2  3  4    College or University  1  2  3  4    Graduate School  1  2  3  4

Type of Education	Name and Location (City, State, Country)	GPA	Did you Graduate	Major or Minor	Degree Earned

Professional certifications and licenses ( such as CPA, NASD series 6)

Computer skills ( software programs, hardware, operation systems)

Other skills or experience that are pertinent to the job applied for

***MUST BE COMPLETED EVEN IF ATTACHING YOUR RESUME*****EMPLOYMENT HISTORY ( please print clearly)****List your last three employers with the most recent first.**

**If you are currently employed , may we contact your employer** YES  NO

Previous Employer:

Dates Employed <i>Month/Year</i>	From	To
Starting Salary \$	Ending Salary \$	

Contact's Phone Number

Contact's Address

Supervisor's Name and Job Title	Name	Title
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Describe your duties:

Reason for leaving :

Previous Employer:

Dates Employed <i>Month/Year</i>	From		To	
Starting Salary \$			Ending Salary \$	

Contact's Phone Number

Contact's Address

Supervisor's Name and Job Title	Name	Title
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Describe your duties:

Reason for leaving :

Previous Employer:

Dates Employed <i>Month/Year</i>	From		To	
Starting Salary \$			Ending Salary \$	

Contact's Phone Number

Contact's Address

Supervisor's Name and Job Title	Name	Title
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Describe your duties:

Reason for leaving :

### PROFESSIONAL REFERENCES

***please list only references we may contact at this time***

Name			
Title			
Company			
Phone Number	Home		Work

Name		
Title		
Company		
Phone Number	Home	Work
Name		
Title		
Company		
Phone Number	Home	Work

**AFFIDAVIT**

**Nonbinding Application and Interview Process:** I understand that this application will be reviewed, but nothing in this application or any other documents or in the employment evaluation process shall be construed as either an offer or contact of employment or an obligation on the part of *Shelby Gas Association* to provide any benefit to me.

I hereby declare that my statements on this application and on my resume or documents provided by me to *Shelby Gas Association*, are true and correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in a decision not to hire me, or if hired, may result in the termination of my employment. I also authorize investigation of these statements. This investigation may include employment history, reasons for leaving previous employers, criminal record, credit record, driving record, social security number investigation, and degree/certificate verification. I hereby release *Shelby Gas Association* from all liability for any damages resulting from the information obtained. This application shall be considered active for a period of time not to exceed 180 days.

**APPLICANTS SIGNATURE:**