



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

Dairyland Power Cooperative is an Equal Opportunity 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 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 Applied For” area of the application.
  - Complete another 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 page 5 of the application.
  - Submit the completed application. Use this number if you must fax your application: 608-498-4075.
- ▶ All post-offer pre-employment physicals will include a drug screen (using a urine sample).
- ▶ Positions may require a criminal report and/or credit history check/report be completed.

If you have any questions, please contact the Human Resources Department at 608-787-1484 or 608-787-1466.

***Thank you for your interest in Dairyland Power Cooperative***

A Touchstone Energy® Cooperative 

3200 East Ave. S. • PO Box 817 • La Crosse, WI 54602-0817 • 608-788-4000 • 608-498-4075 fax • [www.dairylandpower.com](http://www.dairylandpower.com)

Dairyland Power Cooperative is an equal opportunity provider and employer.

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# Application for Employment

Instructions:

1. Complete in your own handwriting, using black ink.
  2. Answer all questions. Your application will not be considered if incomplete.
  3. Read and sign Page 5.
  4. Mail to: Dairyland Power Cooperative  
P.O. Box 817  
La Crosse WI 54602-0817
- Fax to: 608-498-4075

Position Applied for:

### General Information

Last Name		First Name		Middle Name	
Mailing Address			City		State
					Zip Code
Home Phone Number		Cell Phone Number (Optional)		Work Phone Number (Optional)	
<input type="checkbox"/> Yes	Are you under the age of 18?				
<input type="checkbox"/> No					
<input type="checkbox"/> Yes	Do you have a valid driver's license? (A valid driver's license is a job-related requirement of some positions at Dairyland Power Cooperative.)				
<input type="checkbox"/> No					
<input type="checkbox"/> Yes	Are you related by blood or marriage to any of the following persons: an employee of Dairyland Power Cooperative; an employee of a member distribution cooperative; a member of the Dairyland Power Cooperative Board of directors; or a member of the Board of Directors of any distribution cooperative.				
<input type="checkbox"/> No					
If the answer is "yes," provide the name(s), relationship(s), and position(s) held by the person(s) to whom you are related:					
<input type="checkbox"/> Yes	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.)				
<input type="checkbox"/> No					
<input type="checkbox"/> Yes	Have you ever been employed by Dairyland Power Cooperative?				
<input type="checkbox"/> No	If yes, provide dates of employment:				
<input type="checkbox"/> Yes	Were you referred by a current Dairyland Power Cooperative employee for this position?				
<input type="checkbox"/> No	If yes, provide the employee's name:				

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

## Employment History

Instructions:

Provide the employment information requested below. Begin with your present or most recent employment. Use the **Other Information** section (page 4) to complete your employment history if necessary.

Employer Name & Street Address	Job Title	
	Phone Number	
	Type of Business	
Describe the work you did	Starting Salary	Ending Salary
	Employed From (MM/YYYY)	Employed To (MM/YYYY)
	Name of Supervisor	
	Supervisor's Phone Number	

May we contact this employer?     Yes     No

Employer Name & Street Address	Job Title	
	Phone Number	
	Type of Business	
Describe the work you did	Starting Salary	Ending Salary
	Employed From (MM/YYYY)	Employed To (MM/YYYY)
	Name of Supervisor	
	Supervisor's Phone Number	

May we contact this employer?     Yes     No

Employer Name & Street Address	Job Title	
	Phone Number	
	Type of Business	
Describe the work you did	Starting Salary	Ending Salary
	Employed From (MM/YYYY)	Employed To (MM/YYYY)
	Name of Supervisor	
	Supervisor's Phone Number	

May we contact this employer?     Yes     No

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**Education & Training**

Instructions:

Indicate all schools that you have attended.

	High School	Vocational/Technical	College/University	Graduate School
School Name and Address				
Did you graduate?				
Diploma/Degree and Year Graduated				
Major Course(s) of Study				
Other Post High School Courses Completed				

**Specialized Training or Skills**

Instructions:

List current typing speed, personal computer training, computer literacy, welding certification, special licenses (e.g., CDL), etc., that you possess that pertain to the position for which you are applying.


**Service in the Armed Forces**

Branch of Armed Forces:

--

General Duties/Training:

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**Other Information**

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## Applicant Authorization

Instructions:

Read carefully and initial each paragraph before signing.

\_\_\_\_\_ I certify that the facts contained in this application and/or resume for employment at Dairyland Power 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 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. I will not assert in any forum that the Cooperative is liable to me 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 Dairyland Power Cooperative, I will be required to undergo a physical examination which will include urine testing for drugs. (Certain positions also require testing for alcohol.)

\_\_\_\_\_ 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 Dairyland Power 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.

Signed:

Date:

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## Invitation to Identify for Affirmative Action Purposes

Dairyland Power Cooperative is committed to the employment and advancement of minorities, females, individuals with disabilities, and veterans. If you fall into one of these protected classifications, we invite you to identify yourself and receive coverage under our company's Affirmative Action Plan. You may inform us of your desire to benefit under the program at this time and/or any time in the future.

Completion of this form is voluntary and in no way affects the decision regarding your employment opportunity. The information provided will be held in the strictest confidence and will not be used in a manner inconsistent with the legal requirements.

Applicant Name	Date
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Position Applied For

Check One:  Male  Female

### Indicate the Appropriate Race/Ethnic Group

**Are you Hispanic or Latino?**  Yes  No  
(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.)

**If No, Check Only One:**

- White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South American (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

### How Were You Referred to This Job?

<input type="checkbox"/> DPC Jobline	<input type="checkbox"/> Other – Internet Search (Specify)
<input type="checkbox"/> DPC Homepage	<input type="checkbox"/> Other – Publication (Specify)
<input type="checkbox"/> Employee Referral	<input type="checkbox"/> School/College /University (Specify)
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Temporary Agency (Specify)
<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Newspaper Ad (Specify)
<input type="checkbox"/> Wisconsin Job Service	<input type="checkbox"/> Other (Specify)

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