

APPLICATION FOR EMPLOYMENT

Instructions to Applicants

To be considered for employment, you must answer all questions and complete all sections of this application. If you need assistance or an accommodation to complete this form or during any part of the application process, please contact the Human Resources Department at employment@sctc.org or call 276-452-9119. Application will remain on file for one year. To be considered for future openings, you must submit a new application after one year.

Please print all information so it can be easily read. Use the abbreviation "N/A" if a particular section of this application is not applicable to you. Please do not indicate "See Résumé." Any application submitted with a section completed with "See Resume" will not be accepted as a valid application for employment.

Date of Application:	Position Applying For:
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Referral Source (check all that apply):

☐ Walk-In	☐ Employment Agency	☐ School / Education Institution
☐ Current Employee: _____	☐ Advertisement: _____	☐ Other: _____

APPLICANT INFORMATION

Last Name	First Name	Middle Initial
Mailing Address		Apt. #
City	State	Zip Code
Phone Number: ()	Mobile / Other Phone #: ()	
Email Address		

Are you legally authorized to work in the U.S.? ☐ Yes ☐ No <i>If hired, you will be required to furnish documentation within 3 working days showing you are authorized to work in the U.S.</i>	Have you filed an application with us before? ☐ Yes ☐ No If yes, when? _____	
Have you been employed by SCTC or any of its Subsidiaries? ☐ Yes ☐ No If yes, when? _____ Reason for Leaving:	Do you have relative(s) currently employed by SCTC or any of its Subsidiaries? ☐ Yes ☐ No If yes, who and relationship to you?	Do you have relative(s) currently serving as an SCTC Board Member? ☐ Yes ☐ No If yes, who and relationship to you?

Are you at least eighteen years old or older? ☐ Yes ☐ No	Are you currently working? ☐ Yes ☐ No
Date Available to Start Work:	Type of Employment you are applying for: ☐ Full Time ☐ Part Time ☐ Seasonal ☐ Temporary
Would you accept part time work? ☐ Yes ☐ No	Would you accept seasonal / temporary work? ☐ Yes ☐ No
Do you have a valid driver's license? ☐ Yes ☐ No	Do you have a Commercial Driver's License (CDL)? ☐ Yes ☐ No Class: _____ Endorsements: _____

Have you ever pleaded "guilty" or "no contest" to, or been convicted of, a crime? ☐ Yes ☐ No
If yes, provide dates and details. Use a separate sheet of paper if necessary.

Answering "Yes" does not automatically bar you from employment. Factors such as date of offense, seriousness and nature of the violation, and the position applied for will be taken into account.

Sealed records do not have to be disclosed unless the position applying for requires DCJS screening or is related to a Federal Government contract, or is a position in which access to premises where duties are performed is subject to requirements imposed in the interest of national security.

Skills and Qualifications — summarize any training, skills, licenses, certificates, and/or other qualifications relevant to the position you are applying for:

EDUCATION

List your most recent education first. If you attended more than one school in a category, attach a separate sheet.

High School / GED			
School Name and Address			
Course of Study / Major	Diploma or Degree Received	Dates Attended (From – To)	Did you graduate? ☐ Yes ☐ No

College / University			
School Name and Address			
Course of Study / Major	Diploma or Degree Received	Dates Attended (From – To)	Did you graduate? ☐ Yes ☐ No

Other (Trade, Certification, Military, etc.)
School Name and Address

Course of Study / Major	Diploma or Degree Received	Dates Attended (From – To)	Did you graduate? ☐ Yes ☐ No
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EMPLOYMENT HISTORY

Start with your present or most recent employment. If you need additional space, please continue on a separate sheet of paper. Please complete this section even if you are submitting a résumé.

Name of Most Recent / Current Employer	Start Date	End Date
Address	Telephone	
Position	Supervisor	
Describe Responsibilities of your Position		
Reason(s) for Leaving		
May we contact for reference? ☐ Yes ☐ No ☐ Upon job offer		

Name of Employer	Start Date	End Date
Address	Telephone	
Position	Supervisor	
Describe Responsibilities of your Position		
Reason(s) for Leaving		
May we contact for reference? ☐ Yes ☐ No ☐ Upon job offer		

Name of Employer	Start Date	End Date
Address	Telephone	
Position	Supervisor	
Describe Responsibilities of your Position		
Reason(s) for Leaving		
May we contact for reference? ☐ Yes ☐ No ☐ Upon job offer		

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If Discharge is other than Honorable, please explain:		

REFERENCES

Please list three work-related references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Address	Phone #	Relationship	Years Known

Applicant Statement — please read carefully before signing.

I certify that all information I have provided in order to apply for and secure work with Scott County Telephone Cooperative (SCTC) is true, complete, and correct. I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause to (i) cancel further consideration of this application, or (ii) result in disciplinary action, termination, or criminal action if employed, regardless of when it is discovered.

I authorize SCTC, its representatives, employees, or agents to obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions, and to otherwise verify the accuracy of all information provided by me in this application, résumé, or job interview. I hereby waive any and all rights and claims I may have regarding SCTC, its agents, representatives, or employees, for seeking, gathering, and using such information in the employment process, and all other persons, corporations, or organizations for furnishing such information about me.

I understand that SCTC does not unlawfully discriminate in employment and that no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law. If I am hired, I understand that my employment is "at-will," meaning I am free to resign at any time, with or without cause and without prior notice, and SCTC reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of SCTC is authorized to make any assurances to the contrary, and that no implied, oral, or written agreements contrary to the foregoing language are valid unless they are in writing and signed by the Chief Executive Officer.

I understand that Scott County Telephone Cooperative and all its subsidiaries maintain a Drug-Free Workplace policy and require all applicants accepting a job offer to satisfactorily pass a drug and/or alcohol test prior to starting work. I further understand that all employees are required to submit to drug and/or alcohol testing in accordance with SCTC's drug and alcohol policies.

I also understand that any offer of employment is conditional upon the results of a physical exam, background check, and motor vehicle record check (if applicable to the job). Refusal to cooperate with, or any attempt to affect the results of, these tests and checks will result in immediate withdrawal of any employment offer or termination of my employment if I am already employed.

Applicant's Signature

Date

All qualified applicants will receive consideration without regard to race, color, religion, national origin, gender, age, disability, marital status, veteran status, or any other legally protected status. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment prohibited by local, state, or federal law.