



Scott County Telephone Cooperative
 149 Woodland Street
 P.O. Box 487
 Gate City, VA 24251
 Phone: 276-452-9119
 Fax: 276-452-2448

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 the 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: _____

Referral Source: (Check all that Apply)		
<input type="checkbox"/> Walk-In	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> School/Education Institution
<input type="checkbox"/> Current Employee _____	<input type="checkbox"/> Advertisement _____	<input type="checkbox"/> Other _____

Applicant Information

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

Are you legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are hired, you will be required to furnish documentation within 3 working days showing you are authorized to work in the U.S.	Have you filed an application with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____	
Have you been employed by SCTC or any of its Subsidiaries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____ Reason for Leaving:	Do you have relative(s) currently employed by SCTC or any of its Subsidiaries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who and relationship to you?	Do you have relative(s) currently serving as a SCTC Board Member? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who and relationship to you?
Are you at least eighteen years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently working? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Available to Start Work	Starting Pay Range Expected \$ _____ to \$ _____	
Type of Employment you are applying for: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	Would you accept part time work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept seasonal/temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? 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, serious and nature of the violation, and position applied for will be taken into account.		
Do you have a valid driver's license?	Do you have a Commercial Driver's License (CDL)?	

<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Class: _____ Endorsements: _____
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Skills and Qualification — Summarize any training, skills, licenses, certificates, and/or other qualifications relevant to the position you are applying for:

Education

School	Name and Address of School	Course of Study	# of Years completed	Did You Graduate?	Diploma or Degree (Please specify)
High School/GED				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Undergraduate College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No	

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 resume.

Name of Most Recent/Current Employer	Start Date	From Date
Address		Telephone
Position	Salary	Supervisor
Describe Responsibilities of your Position		
Reason(s) for Leaving		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Upon job offer		

Name of Most Recent/Current Employer	Start Date	From Date
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Reason(s) for Leaving		

May we contact for reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Upon job offer
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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) 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 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” which means that 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 to SCTC’s drug and alcohol policies.

I also understand that any offer of employment is also 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 by law. 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.