



# EMPLOYMENT APPLICATION

## SOUTH CENTRAL POWER COMPANY

Date Received: \_\_\_\_\_

NOTICE TO APPLICANT

Thank you for your interest in employment with South Central Power Company. We ask that you answer all questions to the best of your ability. This application will be kept on file for a period of one year in compliance with document retention regulations. To be considered for other positions after your initial application, you will need to submit an updated version. If you are hired, this application becomes a part of your official employment record. Reasonable accommodation for completing the employment application will be provided to the extent it does not cause the Company any undue hardship.

**THE APPLICATION MUST BE COMPLETED IN FULL AND SIGNED.**

PERSONAL INFORMATION

Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ Email \_\_\_\_\_

If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes  No  
Are you legally able to be employed in the U.S.?  Yes  No  
Have you ever been convicted of any criminal offense other than a minor traffic offense?  Yes  No  
*(Convictions do not necessarily bar employment.)*

Do any of your family members, as defined below, currently work for the Company or currently serve on the Company's Board of Trustees?  Yes  No If yes, please list them starting with the nearest relative.

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_

South Central Power Company's Nepotism Policy prohibits the employment of close relatives of employees or trustees. The term "close relative" means children, stepchildren, husband, wife, sister, brother, mother, father, grandchild, grandparents, or any relative residing in the employee's or trustee's household by reason of blood, marriage or adoption. Distant relatives may, under certain circumstances, be employed by the cooperative. Contact the human resources department to learn more.

TYPE OF EMPLOYMENT

Indicate the position(s) you are applying for:

\_\_\_\_\_  
\_\_\_\_\_

Please note the office location you are interested in:  
 Lancaster  Barnesville  Hillsboro

Are you willing to relocate?  Yes  No  
If yes, to which area(s)? \_\_\_\_\_  
\_\_\_\_\_

Have you previously worked for South Central Power?  Yes  No  
If yes, what position(s) did you hold? \_\_\_\_\_

Have you previously applied for a position with South Central Power?  Yes  No  
If yes, what position(s)? \_\_\_\_\_



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**EDUCATION**

School	Name, City and State	Courses of Study	Did you graduate?	Type of Degree
High School				
Trade or Technical School				
College				

Please list any additional licenses, certifications, and/or training acquired:

**MILITARY**

Are you a veteran of the U.S. Military?    Yes    No

Describe duties and special training:

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**PHYSICAL**

Can you perform the essential functions of the job, as listed in the applicable job description, with or without reasonable accommodation?    Yes    No

**REFERENCES**

LIST THREE WORK REFERENCES		
Name and Relationship	Company and Occupation	Phone Number



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### EMPLOYMENT HISTORY STARTING WITH CURRENT OR MOST RECENT POSITION

Employer Name	City, State	Phone Number
Job Title	Dates Employed	Salary/Hourly Rate \$
Immediate Supervisor	Reason for Leaving	
Description of Duties		
_____		
_____		
_____		

EMPLOYMENT HISTORY

Employer Name	City, State	Phone Number
Job Title	Dates Employed	Salary/Hourly Rate \$
Immediate Supervisor	Reason for Leaving	
Description of Duties		
_____		
_____		
_____		

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_____		
_____		
_____		



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SKILLS

Summarize special skills, qualifications and accomplishments acquired from employment or other experience and list jobs not covered in previous section: \_\_\_\_\_

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**SOUTH CENTRAL POWER IS AN EQUAL OPPORTUNITY EMPLOYER  
MINORITY/FEMALE/VETERAN/DISABLED**

ACKNOWLEDGEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize the Company to make such investigations and inquiries of my personal, employment and educational history, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. I understand that the Company may conduct an employment background check, including a consumer report from a consumer reporting agency in accordance with the Fair Credit Reporting Act. I understand that if I am offered a position, I will be required to complete a physical examination with drug screening, and that my employment is conditional upon satisfactory results. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, that I am required to abide by all rules and regulations of South Central Power Company. I understand that in accepting this application, the Company is in no way obligated to provide me with employment and that I am not obligated to accept employment, if offered. I understand also that any employment relationship which may be established between South Central Power Company and I will be a relationship which is terminable at the will of either party, without cause and without notice, at any time. **I agree that any action or lawsuit against South Central Power Company arising out of my employment or termination of employment, including but not limited to, claims arising under state or federal civil rights statutes, must be brought within six (6) months of the event giving rise to the claims or be forever barred unless state or federal law specifies a shorter time period. I waive any limitation period to the contrary.**

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

Return completed application to: **Human Resources Department  
South Central Power Company  
720 Mill Park Drive  
Lancaster, Ohio 43130**

Completed applications may also be returned to your local district office of South Central Power Company.