



Jo-Carroll Energy

Your Touchstone Energy® Cooperative 

Important Notice to Applicants

Equal Opportunity and Non-Discrimination Policy

Jo-Carroll Energy is committed to a policy of equal employment. Diversity, inclusion, and an environment free from discrimination are central to the mission of the Cooperative. It is the policy of the Cooperative to recruit, employ, retrain, promote, and provide benefits to employees without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal laws.

It is also the Cooperative's Policy to provide reasonable accommodations, when appropriate, to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or child-birth related medical conditions.

All questions or concerns regarding the Cooperative's non-discrimination policy or procedure, or the application of that procedure, should be addressed to Vice President of External Relations and General Counsel.

Disability Accommodation Available for Applicants

If you require an accommodation for a disability in order to participate in the selection process, please contact the Vice President of Human Resources.

Offer of Employment

Any offer of employment is contingent upon successful completion of Jo-Carroll Energy's employment screening process, including receipt of references that the Cooperative considers satisfactory. Offers and terms of employment will only be made in writing.

Post Offer Pre-Employment Medical Examination, Drug Screen, and Physical Fitness Assessment

For all positions, a medical examination, drug test, and/or physical fitness assessment may be required as a condition of employment. If any examination or assessment is required, it will be stated in the offer for hire.

Employment Eligibility and Identity Documents Verification

Dept. of Homeland Security/U.S. Citizenship & Immigration Services: I-9 form

Newly hired employees must complete Section 1 of the I-9 Form **no later than the first day of employment**. Jo-Carroll Energy is required to verify evidence of identity and employment authorization **within 3 business days of the employee's first day of employment**.

Reference and Background Checking

Current and former employers may be contacted for verification of any and all information stated in this application or obtained during any phase of the selection process. In order for Jo-Carroll Energy to obtain this information, you will be asked to sign an Authorization to Release Reference Information form agreeing to hold any and all of your reference sources harmless and free of any liability for releasing information Jo-Carroll Energy deems relevant to determining whether to employ you. Applicants who do not want their current employer to be contacted prior to receiving an offer of employment are required to make such a request and provide reasons therefor. Due to federal and state regulations, for some positions, a criminal and credit check may be required as part of the employment process. For other positions not requiring a criminal and/or credit check, such checks may be conducted after a conditional offer of employment has been extended or prior to an interview, as allowed by law. Applicants for these positions will be required to complete a personal disclosure and release form before this information is obtained, in accordance with Illinois law.



Jo-Carroll Energy

Your Touchstone Energy® Cooperative 

Application for Employment

Jo-Carroll Energy, Inc. (NFP) is an equal opportunity employer.
No information provided here will be used in an unlawful manner.

Instructions

1. Answer all questions. Your application will not be considered if incomplete.
2. Read and sign page 4.
3. Mail to: Jo-Carroll Energy, Inc. (NFP) Fax to: 855.553.6917
 Attn: Human Resources
 PO Box 390, Elizabeth, IL 61028-0390

Position Applied For

Personal Information

Last Name _____ First Name _____ Middle Name _____

If known by another name, please provide _____

Address _____ Apt. # _____

City _____ State _____ Zip Code _____ Daytime Phone _____

Email _____ Evening Phone _____

Are you related by blood or marriage to any of the following persons: an employee of Jo-Carroll Energy, Inc. (NFP) or a member of the Jo-Carroll Energy, Inc. (NFP) Board of Directors? Yes, I have (a) relative(s) No relatives

If yes, please explain _____

Are you permitted to work in the United States? Yes No

Are you under the age of 18? Yes No

Do you have a valid driver's license? Yes No

(A valid driver's license is a job-related requirement of some positions at Jo-Carroll Energy, Inc. (NFP).)

A. Education *(Please indicate highest equivalent grade of education completed)*

Doctorate Professional Degree Masters Baccalaureate Associate Trade/Vocational School High School/GED

List schools attended, beginning with most recent *(university, college, business school, vocational or trade school, high school, etc)*

School Name _____

Location _____

Major Studied _____

Credits completed _____ Degree received _____

School Name _____

Location _____

Major Studied _____

Credits completed _____ Degree received _____

School Name _____

Location _____

Major Studied _____

Credits completed _____ Degree received _____

School Name _____

Location _____

Major Studied _____

Credits completed _____ Degree received _____

IF REQUIRED FOR POSITION: Provide driver's license number, professional/trade license/certification numbers. *Attach page, if necessary.* _____

B. Employment History *Begin with present (or last job if currently unemployed) and work back for the last 15 years, listing all full or part-time employment. Be sure to include any current Jo-Carroll Energy employment held. Attach additional pages if necessary.*

Employer Name _____ Job Title _____

Address _____ Briefly describe duties _____

Phone _____

Name/Title of Immediate Supervisor _____ Reason for leaving _____

Phone _____

May we contact the employer listed above? Yes No Date employed. From _____ To _____

B. Employment History *Begin with present (or last job if currently unemployed) and work back for the last 15 years, listing all full or part-time employment. be sure to include any current Jo-Carroll Energy employment held. Attach additional pages if necessary.*

Employer Name _____ Job Title _____

Address _____ Briefly describe duties _____

Phone _____

Name/Title of Immediate Supervisor _____ Reason for leaving _____

Phone _____

May we contact the employer listed above? Yes No Date employed. From _____ To _____

Employer Name _____ Job Title _____

Address _____ Briefly describe duties _____

Phone _____

Name/Title of Immediate Supervisor _____ Reason for leaving _____

Phone _____

May we contact the employer listed above? Yes No Date employed. From _____ To _____

C. Important skills, competencies, or experience not identified above

Such as computer training, welding certification, special licenses (eg, CDL), etc, that you feel should be considered in evaluating your suitability for this position. Attach additional pages if necessary.

D. U.S. Military Service History

Do you have U.S. Military experience? Yes No

Branch _____ Date Entered _____ Discharged _____

Rank at time of discharge _____ Present Military Status _____

E. Professional References

The Cooperative may conduct a background investigation including, but not limited to, contacting references that you provide. Please list a minimum of three persons who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying.

Name	Address, City, State	Position	Phone, Email

F. How did you learn about this position? Check all that apply:

- Cooperative Employee (employee: _____)
- Newspaper (which one: _____)
- Employment Agency (which one: _____)
- Contacted on own
- Other _____

The below disclaimers must be read in their entirety and acknowledged, by signature, as part of the application process. Please make certain that you have answered all of the questions of this employment application truthfully.

By signing below, I understand that the information provided is true and correct, and that any misstatements or omission of material facts in the application or the hiring process may result in discontinuing of the hiring process or termination of employment, no matter when discovered. I agree that the organization shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application.

I authorize the organization to analyze the truthfulness of all statements made on this application, complete reference checks from my current and former employers, and others that may provide information regarding my education and experiences. In addition, I give my consent for all contacted persons including current and former employers to provide information concerning this application, and I release each such person from liability for providing information to the organization.

I understand that nothing contained in this application, or the granting of an interview is intended to create an employer/employee relationship between the organization and myself either for employment or for the providing of any benefits. No promises regarding employment have been made to me unless made in writing. I further understand and agree that if I am hired, my employment would be "at will," as defined by law where our organization operates: I would have the right to terminate my employment at any time for any reason and that the organization would retain a similar right.

I understand that any offers of employment may be contingent upon my taking and successfully passing a drug and/or alcohol test in accordance with the organization's policy. If I refuse to submit to testing, refuse to sign the consent form, or test positive, the organization will not employ me.

I understand that any offers of employment may be contingent upon the results of a background check(s), including without limitation a criminal background check and a conviction inquiry, in accordance with the organization's policies and state law.

Signature _____ Date _____



Jo-Carroll Energy

Your Touchstone Energy® Cooperative 

793 US Route 20 W / PO Box 390 / Elizabeth, IL 61028 / jocarroll.com / 800-858-5522