

Three Rivers Energy LLC
18137 County Road 271
Coshocton, OH 43812-9465



EMPLOYMENT APPLICATION

Three Rivers Energy LLC is an Equal Opportunity Employer and as such considers all qualified applicants for employment, regardless of race, national origin, color, creed, religion, sex, age, marital status, disability, veteran status, sexual orientation, or gender identity, as protected by local, state, or federal law.

APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for:				Hours available to work?	
If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you at least 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever applied to Three Rivers Energy before?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a crime? (minor traffic violations may be omitted). YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, provide the date(s), location(s) and circumstances and identify the offense(s) and jurisdiction(s) _____			
Conviction will not necessarily disqualify an applicant from employment. Misrepresentation <u>will</u> disqualify an applicant from employment.		_____			
Have you received a job description for the position you are applying? _____		If you are unable to meet the requirements of the position, what accommodations could we make? _____			

EDUCATION

High School

Location: _____ Number of Years Attended: _____ Did you graduate?
 YES NO

College

Location: _____ Number of Years Attended: _____ Did you graduate?
 Degree: _____ YES NO

Other

Location: _____ Number of Years Attended: _____ Did you graduate?
 Degree: _____ YES NO

ADDITIONAL TRAINING

Please list other education, training certifications, volunteer experiences or credentials you have which prepare you for the position for which you are applying. _____

EMPLOYMENT HISTORY

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

REFERENCES WE MAY CONTACT (PLEASE DO NOT LIST RELATIVES)

Full Name	Years Known
Business/ Occupation	Phone ()
Address	

Full Name	Years Known
Business/ Occupation	Phone ()
Address	

Full Name	Years Known
Business/ Occupation	Phone ()
Address	

MILITARY SERVICE (IF APPLICABLE)

Military Service Status: Active Inactive Branch: _____

List duties performed and training received in the military:

PERSON TO CONTACT IN CASE OF AN EMERGENCY:

Name:

Relationship:

Address:

Phone:

APPLICANT CERTIFICATION, AUTHORIZATION, AND AGREEMENT: (Please read carefully before signing.)

I hereby certify that all of the information provided by me on my Employment Application and in support of my Employment Application is true and complete to the best of my knowledge. I understand that any misrepresentation or omission of facts on the Employment Application is reason for not hiring me or cause for dismissal if I am hired.

I hereby authorize Three Rivers Energy LLC, in connection with my application for employment, to access or obtain public records, (which may include arrests, indictments, or conviction records) and to investigate and inquire into my personal history, employment history, financial history, and all other matters relative to arriving at an employment decision; and, as a result of this investigation, I agree to hold blameless and free of all liability, Three Rivers Energy LLC, and all persons, firms, corporations, schools, hospitals, former employers, and government agencies that provide information from their knowledge or records in direct response to inquiries made by Three Rivers Energy LLC.

I hereby authorize Three Rivers Energy LLC to provide any and all information concerning my employment to any person or firm with whom I later seek employment; and, I agree to hold Three Rivers Energy LLC blameless and free of all liability as a result of furnishing such information.

Furthermore, in consideration of my employment with Three Rivers Energy LLC, I understand and agree that:

- 1) My employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option.
- 2) I understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice.
- 3) I will comply with all company rules, regulations, and policies, written or oral.
- 4) I will be required to pass a pre-employment drug screen and background check upon acceptance of a conditional job offer.
- 5) If hired by Three Rivers Energy LLC, I will be required to provide proof of U.S. citizenship or immigration status within three days of being hired.
- 6) If required, I will submit to a physical examination and will do so when requested.
- 7) Three Rivers Energy LLC is a smoke-free facility.

I certify that my answers are true and complete to the best of my knowledge.

Signature

Date

CONFIDENTIAL

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION STATISTICS

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose, not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation of surname.

Gender MALE FEMALE

Racial/Ethnic Group (Mark one or more)

White

Black or African American

Asian or Pacific Islander

American Indian or Alaskan Native

Hispanic (All races)

 Hispanic or Latino (White race only)

 Hispanic or Latino (All other races)

More than 2 races

Race Missing or unknown

Date: _____ Position Applied For: _____