

# Cleco Corporation, Inc.



AN EQUAL OPPORTUNITY EMPLOYER

Drawer A, Rosedale, VA 24280 Phone: 276-880-1034 Fax: 276-880-3119

## Application for Employment

Please list your name as it appears on your SOCIAL SECURITY CARD

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Physical Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Emergency Contact \_\_\_\_\_ Email Address \_\_\_\_\_

Position Applying For: \_\_\_\_\_ Date Available \_\_\_\_\_ Type of Employment Desired  
 Full Time  Part Time  Temp/Seasonal

Have you ever worked for Cleco Corporation, Inc., if yes when  
 No  Yes, when \_\_\_\_\_ Are you on Layoff subject to recall?  
 No  Yes, expected to return to work: \_\_\_\_\_

How were you referred to Cleco Corporation, Inc.  
 Advertisement  Walk-In  Relative  Employment Agency  Web-Site Can you submit verification of your legal right to work in the United States? (Proof of citizenship or immigration status required upon employment)  
 Yes  No, if no what work authorization do you hold? \_\_\_\_\_

Are you willing to TRAVEL?  No  Yes Are you willing to relocate?  
 No  Yes

How long are you willing to stay out of town for work? \_\_\_\_\_ Will you work overtime if required?  
 No  Yes

Have you been bonded?  No  Yes Can you meet the attendance requirements of this job?  
 No  Yes Have you ever been convicted of a felony?  No  Yes  
 If yes, explain. \_\_\_\_\_

### EDUCATION

	Name & Location of School	Years Attended	Year Graduated or GED Obtained	Major / Degree Received
High School				
Trade / Business / Technical School				
College				
Military				

### EMPLOYMENT HISTORY

(Please list your most recent employer first)

Employer: \_\_\_\_\_

Dates Employed \_\_\_\_\_ Employer Address & Phone Number \_\_\_\_\_ Your Job Title \_\_\_\_\_

Your Supervisor \_\_\_\_\_ Rate of pay while employed? \_\_\_\_\_ May we contact them?  
 No  Yes

Reason for leaving? \_\_\_\_\_

<b>Employer:</b>		
<b>Dates Employed</b>	<b>Employer Address &amp; Phone Number</b>	<b>Your Job Title</b>
<b>Your Supervisor</b>	<b>Rate of pay while employed?</b>	<b>May we contact them?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Reason for leaving?</b>		
<b>Employer:</b>		
<b>Dates Employed</b>	<b>Employer Address &amp; Phone Number</b>	<b>Your Job Title</b>
<b>Your Supervisor</b>	<b>Rate of pay while employed?</b>	<b>May we contact them?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Do you have a VA Surface Papers?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>Expiration Date</b>	<b>Do you have a CDL License:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Drivers License Number</b>
<b>Please list all equipment you can operate:</b>		
<b>PERSONAL REFERENCES</b>		
<b>Name</b>	<b>Address</b>	<b>Phone Number</b>
<b>Name</b>	<b>Address</b>	<b>Phone Number</b>
<b>Name</b>	<b>Address</b>	<b>Phone Number</b>

- I certify that the information on this application is true and complete for all practical purposes, and it may be verified by Cleco Corporation, Inc. Should a position be offered and later it is found that the information is significantly untrue, incomplete, or misrepresented, I understand and agree that Cleco Corporation, Inc. is relieved of all commitments, financial or otherwise pertinent to employment and that I am subject to immediate discharge without recourse.
- I understand that employment is contingent upon meeting the physical requirements of the job and satisfactory results from a background investigation that may include, but are not limited to, MVR checks, Criminal checks, drug or alcohol screening tests, physical's, reference checks, employment history or other requirements of the client or Cleco to which I may be assigned.
- I understand that Cleco reserves the right to require its employees to submit to blood tests or urinalysis for alcohol or drug screens or to allow the inspections of bags (including purses/briefcases) or parcels brought into or taken out of Cleco property. I understand that refusal to submit to a urinalysis, blood test or search, when requested to do so, may result in termination of my employment. Compliance with Cleco's Substance Abuse Policy is a condition of employment. Cleco requires that every newly hired employee be free of alcohol and drugs. Each offer of employment is contingent upon successfully completing a urinalysis test/screen for alcohol and drugs in accordance with company policy. Continued employment is also contingent upon compliance with the company's Substance Abuse Policy.
- In the event of my employment I will furnish proof of my identity, proof of US Citizenship, or other proof that I may be legally accept such employment. At the company's request I will also furnish military discharge forms, if applicable and appropriate academic transcripts.
- I understand and agree that if I am offered employment by Cleco Corporation, Inc. my employment will be for no definite term and either I or Cleco Corporation, Inc. will have the right to terminate the employment relationship with or without notice. I also understand that this status can only be altered by a written contract of employment which is specific as to all material terms and is signed by me and the president of Cleco Corporation, Inc.
- RELEASE: I hereby authorize any prior employers to provide such information concerning my employment with them as may be requested, and also authorize the Registrar/Placement Office of all educational institutions attended to release an official copy of my transcript and if available faculty appraisals. I also authorize any appropriate licensing board to release full information concerning my licensure status and my licensure history.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



***Cleco Corporation***  
*Drawer A – Rosedale – VA 24280*  
*276 – 880 – 1034 Phone 276 – 880 – 3119*  
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## ***Self-Identification***

**We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.**

We invite you to indicate your gender and race/ethnicity below. This information is kept separately from your application and is used only in accordance with federal and state regulations.

You are not required to provide this information. Your application from employment will be considered in the same manner whether or not you fill out this information.

**Gender:**       Male       Female

- Race / Ethnicity:**
- White (not of Hispanic origin) – a person having origins in any of the original peoples Europe, the Middle East, or North Africa.
  - Black of African American – a person having origins in any of the black racial groups of Africa.
  - Hispanic or Latino – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
  - Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes for example, China, India, Japan, Korea, the Philippine Islands, Thailand, Vietnam, Cambodia, Malaysia, and Pakistan.
  - American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
  - Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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Printed Name

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Date

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Position for which you are applying