

**Plymouth Energy LLC**  
**22234 K42**  
**Merrill, IA 51038**  
**712.938.2373**



# EMPLOYMENT APPLICATION

Plymouth 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 Plymouth 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).		If yes, provide the date(s), location(s) and circumstances and identify the offense(s) and jurisdiction(s) _____		
YES <input type="checkbox"/>		NO <input type="checkbox"/>		
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 <input type="checkbox"/> Inactive <input type="checkbox"/> 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 Plymouth 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, Plymouth 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 Plymouth Energy LLC.

I hereby authorize Plymouth 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 Plymouth Energy LLC blameless and free of all liability as a result of furnishing such information.

Furthermore, in consideration of my employment with Plymouth 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 Plymouth Energy, 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) Plymouth Energy LLC is a smoke-free facility and complies with the Iowa Smoke-free Air Act.

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: \_\_\_\_\_