



Buggs Island Telephone Cooperative
Telephone - Broadband - Wireless - Video

Application for Employment

Welcome to Buggs Island Telephone Cooperative! In order for you to be considered for employment, your application must be filled out completely and legibly with all questions answered fully. Please be specific as possible when responding to “Position(s) applied for” on the application. If you do not know exactly what job you want to be considered for, please indicate general areas of interest such as “office” or “technical”.

Due to very loyal employees, job openings at Buggs Island Telephone occur rarely. As a rule, job interviews are conducted only at the time of a job opening. Applicants are chosen for interview on a competitive basis determined by qualifications for the job opening. Your information will be collected, used and disclosed by Buggs Island Telephone or affiliated entities in connection with the application and hiring process. It can be used for such purposes as assessing background investigations or verifying information about you, conducting applicant and employment-related statistical evaluation and record keeping, and to comply with legal obligations or respond to legal claims. This information is maintained in a secure environment and not shared with third parties. It will also be subject to disclosure as required by law. This policy is subject to amendment from time to time as necessary.

Buggs Island Telephone Cooperative provides Equal Employment Opportunity to all persons without regarding race, color, gender, age, religion, national origin, or disability. Applications will be kept on file for six (6) months.

100 Nellie Jones ♦ Post Office Box 129 ♦ Bracey, Virginia 23919
Phone (434) 636-2274 ♦ Fax (434) 636-1211
888-829-2844 ♦ www.bit.coop

Application for Employment



Buggs Island Telephone Cooperative
100 Nellie Jones Rd
Bracey, Virginia 23919
An Equal Opportunity Employer

Last Name _____ First Name _____ Middle Name _____

Street _____ Apt. No. _____ City _____ State _____ Zip _____

Social Security Number _____ () _____ Telephone Number _____

Position Applied For _____ Date _____

Hours you are willing to work _____
(For Example: Full Time, Part Time, Weekends, and /or Evenings)

Do you have any relatives (by blood or marriage) who work here, at BIT?

Yes No Who? _____

Are you legally authorized to work in the United States? Yes No

On what date will you be available to work? _____

Are you willing to travel if the job requires it? Yes No

Have you ever been convicted of a felony? Yes No
(Conviction will not necessarily disqualify an applicant for employment)

If Yes, please explain _____

Employment History

List below the last three employers, starting with the most recent first.

Present or Last position _____ Company _____

Street Address _____ City _____ State _____ Zip _____

Duties and Responsibilities _____

Reason for leaving _____

Starting Wage/Salary _____ Final Wage/Salary _____

Name and Title of Immediate Supervisor _____

Previous Position _____ Company _____

Street Address _____ City _____ State _____ Zip _____

Duties and Responsibilities _____

Reason for leaving _____

Starting Wage/Salary _____ Final Wage/Salary _____

Name and Title of Immediate Supervisor _____

Previous Position _____ Company _____

Street Address _____ City _____ State _____ Zip _____

Duties and Responsibilities _____

Reason for leaving _____

Starting Wage/Salary _____ Final Wage/Salary _____

Name and Title of Immediate Supervisor _____

List Professional, Trade, Business, or Civic Activities and Offices Held

(You may exclude membership which reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

Educational Information

| | School Name | City, State | Graduate | Major | GPA |
|------------------|-------------|-------------|----------|-------|-----|
| High School | | | | | |
| College | | | | | |
| College | | | | | |
| Technical School | | | | | |
| Other | | | | | |

General

Summarize special skills and qualifications acquired from employment and/or other experiences which qualify you for work with our company.

If applying for an office position, what business machines and/or equipment can you operate?

References

1

2

3

| | | | |
|--------------|--|--|--|
| Name | | | |
| Address | | | |
| Phone Number | | | |

Applicants Statement

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is at an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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, also, that I am required to abide by all rules and regulations of employer.

Date

Signature of Applicant