



Midwest Renewable Energy, LLC Application Process

Thank you for your interest in employment with Midwest Renewable Energy. The following information summarizes the selection process for all job announcements.

Step 1

It is mandatory that an application is submitted for all positions with Midwest Renewable Energy; a resume is also required with a completed application. Incomplete applications may result in disqualification from consideration for employment. Applications and resumes are only accepted for vacant positions prior to the closing date listed on the job announcement.

Step 2

All applications and resumes are screened after the closing date. If an announcement indicates "open until filled", applications will be screened periodically during the recruitment period. It takes approximately one to two weeks after the closing date for the screening process to be completed, however, various factors can affect this time and the screening may take longer. All applications are screened based upon merit, taking into consideration the education, training and experience that best fits the company's needs. Every applicant will receive a postcard verifying that we have received your application. However, a company representative will call only selected candidates to request an interview.

Step 3

Once the interview process is completed, a candidate will be selected and given a conditional offer of employment. At the post-offer stage, the company reserves the right to require drug testing, criminal history checks, reference checks, physicals or psychological exams for selected positions. In these cases, employment with the company will be conditional on the applicant passing the specified test(s). If the candidate successfully completes the specified test(s), they will be contacted to verify the job offer and their start date.

Any questions regarding this process can be directed to the Human Resources Department at (308) 386-2468.



Application for Employment

Return to Midwest Renewable Energy, LLC Human Resources Department
27532 West Highway 30
Sutherland, NE 69165
Telephone: 308.386.2468 Facsimile: 308.386.2498
An Equal Opportunity Employer

Position applying for: _____

Date of application: _____ Date available for work: _____

Instructions: Each question should be fully and accurately answered. Incomplete applications may result in disqualification. Make sure to include all experience and training, which might qualify you for the position. Attach additional sheets or resume to clarify information, if necessary. A separate application must be submitted for each position for which you are applying.

Applicant Information

Name:

Last Name

First Name

Middle Initial

Address:

Street

City

State

Zip Code

Telephone: (____) _____ Social Sec. #: _____

Are you age 18 years or older? () Yes () No If no, you may be required to provide proof of your eligibility to work

Are you available for: () Full-time () Part-time () Temporary/Seasonal Work

Are you a citizen of the United States or are you legally authorized to work in the U.S? () Yes () No

Have you worked for the Midwest Renewable Energy before? () Yes () No. If yes, what position? _____

Have you ever been convicted of a crime? (A conviction will not automatically disqualify an applicant from employment; exclude minor traffic violations.) () Yes, explanation follows () No

Are there any felony charges pending against you? () Yes, explanation follows () No

General Information

Although a valid Nebraska Driver's License is required for most company positions, exceptions are made for certain non-driving jobs if the applicant is otherwise qualified for a position for which he/she applies. (A license check will be conducted)

Type of License: () Operator's License License #: _____ Expiration Date: _____

() Commercial Driver's License (CDL) Endorsements: _____ # of Points: _____

General Information Continued

U.S. Military Service:

Have you served in the United States Armed Forces? () Yes () No Dates of service: From: _____ To: _____

Branch of Service: _____ Type of Discharge: _____

Highest Decoration Received _____ Any disciplinary action? () Yes () No If yes, Explain below.

Physical Record

1. Medical Examinations: In accordance with the provisions of the Americans With Disabilities Act, Midwest Renewable Energy may require job applicants to undergo a medical and or/psychological examination after an offer of employment has been made and prior to the commencement of employment duties, and may condition the offer of employment on the results of such examination(s).

2. **I HEREBY CERTIFY THAT I AM NOT CURRENTLY ENGAGED IN THE ILLEGAL USE OF DRUGS.** I understand that as a condition of employment, I may be required to take a pre-employment drug test for the illegal use of drugs, which may include the collection of urine samples from my person. I agree that the results of this test may be submitted to Midwest Renewable Energy, or its authorized representative, and I expressly release the collection agency and the testing laboratory from any and all liability for performing the requested test, and for communicating the results to the company. I understand that if the results of any pre-employment drug test are positive, it will be cause for rejection of my application or, if I am hired, that my employment with the company will be immediately terminated.

Applicant Signature/Date

Employment History

Your work experience is an important factor in evaluating your qualifications. Please make certain that you provide complete and accurate information on previous job duties and levels of responsibility. List names of employers in consecutive order with present or most recent employer listed FIRST. Account for all periods of time including military service, related volunteer experience, as well as any period of unemployment. If you need additional space, please continue on a separate sheet providing the same information and attach to this application. Your resume will be attached but will not be accepted in lieu of the information requested below.

Name of Employer: _____

Type of Business: _____ Telephone: (_____) _____

Employer's Address: _____
Street City State Zip Code

Name of Last Supervisor: _____ May we contact this employer? () Yes () No

Employed From: _____ To: _____ Wage/ Salary Starting: _____ Ending Wage/Salary: _____

Job title & description of duties performed:--- _____

Reason for leaving or seeking other employment: _____

Name of Employer: _____

Type of Business: _____ Telephone: (____) _____

Employer's Address: _____
Street City State Zip Code

Name of Last Supervisor: _____ May we contact this employer? () Yes () No

Employed From: _____ To: _____ Wage/ Salary Starting: _____ Ending Wage/Salary: _____

Job title & description of duties performed:--- _____

Reason for leaving or seeking other employment: _____

Name of Employer: _____

Type of Business: _____ Telephone: (____) _____

Employer's Address: _____
Street City State Zip Code

Name of Last Supervisor: _____ May we contact this employer? () Yes () No

Employed From: _____ To: _____ Wage/ Salary Starting: _____ Ending Wage/Salary: _____

Job title & description of duties performed:--- _____

Reason for leaving or seeking other employment: _____

Professional References

Please give the names of 3 persons, not related to you, whom you have known for over a year.

Name	Address	Telephone	Occupation	Yrs Known

Education

Education	Name & Location of School	Course of Study	Degree or Credits Earned
High School			
College/University			
Vocational/Graduate			

Additional Information

- 1. The job you are applying for requires that you abstain from tobacco products while on the property and in vehicles owned by Midwest Renewable Energy. If you are a tobacco products user, are you able to abstain from tobacco products while during the time, which could exceed 12 hours?** _____

2. Most positions at Midwest Renewable Energy require

State any additional information you feel may be helpful to us in considering your application. Please include any special training, skills, qualifications, licenses, certifications or other experience that relates to the position you are applying for:
