



P O. Box 5000, Pineville, LA 71361-5000  
EEO/AA

# Employment Application

For open positions within the company visit us at [www.cleco.com](http://www.cleco.com).  
**Applications will be accepted only when there are positions available.**  
**Please answer all questions. If one does not apply, insert or check N/A.**

Name \_\_\_\_\_ Date \_\_\_\_\_  
First Middle Initial Last

Address \_\_\_\_\_  
Street City State Zip

Home Phone ( ) \_\_\_\_\_ Other Phone ( ) \_\_\_\_\_  
Area code Area code

Driver's License No/State \_\_\_\_\_ Do you have a CDL? Yes  No  If yes, list class \_\_\_\_\_

Are you under 18 years of age? Yes  No  Have you the legal right to work in the U.S.? Yes  No  Hire is subject to verification that applicant meets legal age and U.S. work permit requirement.

Were you previously employed by us? Yes  No  If yes, from \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

Position \_\_\_\_\_ Department \_\_\_\_\_

Do you have any relatives employed at Cleco? Yes  No  If yes, their name(s) & relationship? \_\_\_\_\_

How did you happen to apply to this company? \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No  If yes, describe, briefly.\* \_\_\_\_\_

*\*A conviction will not necessarily bar an applicant from employment*

**Title of Position(s) Applying For:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
(Specific job title must be listed. Do not leave blank or put the word "any.")

1. \_\_\_\_\_  
2. \_\_\_\_\_

Available For: Full Time  Part Time  Temporary  Summer

Date Available \_\_\_\_\_ Earnings Expected \$ \_\_\_\_\_ per \_\_\_\_\_

## Education

Schools	Name of School	Course of Study	Last Year Completed				Did You Graduate		List Diplomas or Degree & Specialization
			1	2	3	4	Yes	No	
High			1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
College			1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Yes <input type="checkbox"/> _____ Hrs.	No <input type="checkbox"/>	
Vocational-Technical			1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Other			1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Can you furnish transcript from High school  Vocational-Technical School  College  Other   
(Check all that apply)

Other special training and skills, languages spoken and software programs you are proficient: \_\_\_\_\_

LICENSES HELD: \_\_\_\_\_ SKILLS: \_\_\_\_\_  
Professional \_\_\_\_\_ Typing WPM \_\_\_\_\_  
State(s) \_\_\_\_\_ Transcription \_\_\_\_\_  
Lic/Reg# \_\_\_\_\_ Other \_\_\_\_\_  
Expires \_\_\_\_\_

## U.S. Military

Branch of Service \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_  
Army, Navy, Air Force, USMC, Etc.

Applicable military experience \_\_\_\_\_

## EMPLOYMENT RECORD

List your employment history beginning with the most recent. Account for all time whether employed, at school or unemployed. Use attachment if necessary.

May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Employer		Supervisor Name & Telephone Number	
Address (Street, City, State and Zip Code)		Phone	
Dates Employed From:                      To:		Position Held	
Reason for leaving			
Duties			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Employer		Supervisor Name & Telephone Number	
Address (Street, City, State and Zip Code)		Phone	
Dates Employed From:                      To:		Position Held	
Reason for leaving			
Duties			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Employer		Supervisor Name & Telephone Number	
Address (Street, City, State and Zip Code)		Phone	
Dates Employed From:                      To:		Position Held	
Reason for leaving			
Duties			
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Employer		Supervisor Name & Telephone Number	
Address (Street, City, State and Zip Code)		Phone	
Dates Employed From:                      To:		Position Held	
Reason for leaving			
Duties			
<b>REFERENCES (Do not list relatives or former employers)</b>			
<b>NAME</b>	<b>ADDRESS (Street, City, State and Zip Code)</b>	<b>PHONE</b>	<b>RELATIONSHIP</b>
1.			
2.			
3.			

### APPLICANT'S CERTIFICATION AND AGREEMENT

Permission is hereby granted to any person, firm or corporation, whether my former employer or otherwise, to give Cleco Corporation, Inc. full information regarding my previous employment, my working ability and/or my reputation, and I hereby release all of the above referred to persons, firms or corporations from all liability for any damage whatsoever incurred in furnishing such information.

In consideration of my employment, I agree to conform to the rules and regulations of Cleco Corporation, Inc. and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself. I understand that no employee or representative of Cleco Corporation, Inc. other than the president of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_



# Voluntary EEO Identification

Various agencies of the United States Government require employers to maintain information on applicants pertaining to factors such as race, sex, and type of position for which an individual applies. The information requested on this sheet is for compliance with certain record keeping requirements. **Disclosure of this information is voluntary.** Cleco Corporation will not use the disclosure or non-disclosure of the information to influence our hiring decision. This information will be kept separate from the application.

Cleco Corporation believes all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants for employment because of race, sex, religion, national origin, disability, veteran status, age or any other protected group status.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
First Middle Initial Last

Address: \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Street City State Zip Code

Title 1. \_\_\_\_\_ Location \_\_\_\_\_  
2. \_\_\_\_\_ Location \_\_\_\_\_

**Referral Source:**

- Advertisement       Employment Agency       Internet       Job Fair/College Recruiting
- Employee       Walk-In       Phone Inquiry       Other/ Unknown

**Gender:**  Male       Female       I do not wish to identify my gender.

**Race/Ethnic Data Explanation:**

- White** - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American** - A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- Two or More Races** - All persons who identify with more than one of the above five races.
- I do not wish to identify my race/ethnic group.

**AN EQUAL OPPORTUNITY EMPLOYER**