

Have you ever applied for a job with Lacreek Electric Association? ___ Yes ___ No
If yes, when?

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Have you ever worked at Lacreek Electric Association before? ___ Yes ___ No
If yes, when?

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Position for which you are applying (be specific):

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Salary expected: _____ per _____
Are you at least 18 years of age? ___ Yes ___ No

In what state or states have you ever possessed a driver's license?

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Can you perform the essential elements of the job for which you are applying?
___ Yes ___ NO (*Call the Office for a Job Description*)

If you are selected for employment, on what date can you start work?

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List any training or special skills you have that are relevant to the position for which you are applying.

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2.

List your membership in any professional or technical organizations that are related to the job requirements of the position for which you are applying. *(Exclude those that may disclose your race, color, sex, age, religion, national origin, union affiliations, or disabilities.)*

PERSONAL REFERENCES:

Give the name, address and telephone number of three references who are not related to you, and are not previous employers:

Name: _____

Address: _____

Business: _____

Phone: _____ Business Phone: _____

Name: _____

Address: _____

Business: _____

Phone: _____ Business Phone: _____

Name: _____

Address: _____

Business: _____

Phone: _____ Business Phone: _____

Are you able to work between the hours of 7:00a.m to 4:30p.m., depending on schedule, Monday through Friday? _____ Yes _____ No

If not, what hours can you work? _____

3.

Will you work overtime if asked? _____ Yes _____ No

Are you willing to work after hours call-out during an emergency? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No If yes, give details including jurisdiction (state and county) where conviction occurred.

(Criminal convictions are not an absolute bar to employment. They will only be considered in relation to specific job requirements.)

Have you ever been convicted of a power (electricity) theft or power diversion? _____ Yes _____ No. If yes, give details, including jurisdiction (state and county) where conviction occurred.

EDUCATION:	School Name	Address	No. of years Attended	Degree	Major
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High School: _____

College: _____

Tech. School: _____

Other: _____

Courses now studying: _____

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EMPLOYMENT EXPERIENCE:

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, handicap, or other protected status.

1. Employer: _____ Telephone _____
Address: _____
Dates Employed: From: _____ To: _____

4.

Hourly Rate, Salary: Starting: _____ Final: _____
Job Title: _____ Supervisor: _____
Reason for Leaving: _____
Work Performed: _____

2. Employer: _____ Telephone _____
Address: _____
Dates Employed: From: _____ To: _____
Hourly Rate, Salary: Starting: _____ Final: _____
Job Title: _____ Supervisor: _____
Reason for Leaving: _____
Work Performed: _____

3. Employer: _____ Telephone _____
Address: _____
Dates Employed: From: _____ To: _____
Hourly Rate, Salary: Starting: _____ Final: _____
Job Title: _____ Supervisor: _____
Reason for Leaving: _____
Work Performed: _____

4. Employer: _____ Telephone _____
Address: _____
Dates Employed: From: _____ To: _____
Hourly Rate, Salary: Starting: _____ Final: _____
Job Title: _____ Supervisor: _____
Reason for Leaving: _____
Work Performed: _____

5. Employer: _____ Telephone _____
 Address: _____
 Dates Employed: From: _____ To: _____
 Hourly Rate, Salary: Starting: _____ Final: _____
 Job Title: _____ Supervisor: _____
 Reason for Leaving: _____
 Work Performed: _____

5.
 PROFESSIONAL AND MANAGERIAL APPLICANTS ONLY

List special training or noteworthy achievements. Please attach your resume.

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CLERICAL AND SECRETARIAL APPLICANTS ONLY
(Place one check for knowledge, two checks for experience)

<input type="checkbox"/> Word processor	<input type="checkbox"/> Switchboard	<input type="checkbox"/> Data process entry
<input type="checkbox"/> Filing	<input type="checkbox"/> Proofreading	<input type="checkbox"/> Typing ___ wpm
<input type="checkbox"/> Calculating machine	<input type="checkbox"/> Accounts receivable,	<input type="checkbox"/> Shorthand ___ wpm
<input type="checkbox"/> Handling consumer	payable or payroll	<input type="checkbox"/> Personal computer
concerns	<input type="checkbox"/> Load management	<input type="checkbox"/> Radio dispatching
<input type="checkbox"/> Handling money and		
Making change		

TRADES, CRAFTS, AND TECHNICAL APPLICATIONS ONLY
(Place one check for knowledge, two checks for experience)

<input type="checkbox"/> Warehousing	<input type="checkbox"/> Electric hand tools
<input type="checkbox"/> Computer inventory methods	<input type="checkbox"/> Electrical Safety
<input type="checkbox"/> Lay out work orders	<input type="checkbox"/> Radio communications &
<input type="checkbox"/> Prepare work orders	operation
<input type="checkbox"/> Basic electricity	<input type="checkbox"/> Pole inspection
<input type="checkbox"/> Tree trimming	<input type="checkbox"/> Load management systems
<input type="checkbox"/> Brush clearing	<input type="checkbox"/> Meter reading

- | | |
|---|--|
| <input type="checkbox"/> Clearing machinery | <input type="checkbox"/> Collecting consumer accounts |
| <input type="checkbox"/> Material control | <input type="checkbox"/> Handling consumer concerns |
| <input type="checkbox"/> Perpetual inventory | <input type="checkbox"/> Connecting & disconnecting meters |
| <input type="checkbox"/> Automotive maintenance | <input type="checkbox"/> Electrical mapping systems |
| <input type="checkbox"/> Painting & body work on vehicles | <input type="checkbox"/> Load switching |
| <input type="checkbox"/> Electric & gas welding | <input type="checkbox"/> Substation construction |
| <input type="checkbox"/> Hot line work, primary & secondary | <input type="checkbox"/> Line construction |
| <input type="checkbox"/> Underground, primary & /or secondary | <input type="checkbox"/> Regulators, capacitors, breakers & switches |
| <input type="checkbox"/> Transformer banks | |

6.

APPLICANT'S STATEMENT:

(Please read carefully and initial each paragraph before signing.)

I certify that the facts contained in this application for employment at Lacreek Electric Association, Inc., are true and complete to the best of my knowledge. I understand that any misrepresentations, falsifications, or deliberate omissions will result in my immediate dismissal.

I authorize investigation of all statements herein. I also authorize by my signature below, or a copy thereof, the organizations and individuals referred to herein to furnish information to the Cooperative. The Cooperative shall be held harmless should it, in processing this employment application, rely on information provided from these sources, even if the information provided is inaccurate or erroneous.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview or in any policies, procedures or handbooks that I might receive, is intended to create an employment contract between Lacreek Electric Association, Inc., and myself. Not promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Cooperative. If an employment relationship is established, I understand that I have a right to terminated my employment at any time, for any reason or for no reason and Lacreek Electric Association, Inc., retains a similar right regarding the discontinuation of my employment subject only to the terms of a collective bargaining agreement, if one applies, and to the full extent permitted by law.

I agree to submit to a physical examination, if required, and that such examination will include blood, urine or saliva tests to determine the presence or use of alcohol or controlled substances.

Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, or a

work schedule that includes Saturday and Sunday. I understand and accept these as conditions of employment, if hired.

In the event that I am hired, I will abide by all of the Cooperative's rules, regulations, policies and practices, and understand that these may be changed from time to time at the discretion of the Cooperative.

_____ Initial
_____ Initial

Signed: _____ Date: _____

7.

STATEMENT OF UNDERSTANDING FOR APPLICANTS

I understand that if offered employment by Lacreek Electric Association, Inc., I will be required to undergo a physical examination which will include blood and/or urine testing.

(Applicant's Signature)

(Date)

FOR EMPLOYER'S USE ONLY:

Interviewed by: _____ Date: _____

Comments: _____
