

POWELL VALLEY ELECTRIC COOPERATIVE, INC.

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

DATE: _____

This application must be completed in your own handwriting. It will be considered active for a period of ninety (90) days and thereafter retired to an inactive file. You may renew this application by filing a new form. The following information is requested in order to help us make the best possible placement within the Cooperative. All portions of this application pertaining to you must be completed. We appreciate the time you spend in filling in this application form. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status.

PLEASE PRINT

Name (Last)	(First)	(Middle)	
Address (Street)		Telephone No.	
(City)	(State)	(Zip)	Alternate No.

Do you have the legal right to work in the United States?

Yes
 No

How were you referred to the Cooperative? _____

Are you related by blood or marriage, to any existing employee of the Cooperative or to a present member of the Board of Directors? If yes, state name and their relationship to you, i.e. spouse, brother, sister, etc. _____

Yes
 No

Have you ever applied for a job with the Cooperative?

Yes
 No

If yes, when? _____

Have you ever worked at the Cooperative before?

Yes
 No

Position for which you are applying (be specific) _____

Salary expected _____ per _____

Can you work overtime?

Yes
 No

Are you available for after hours call out duty and on-call assignments?

Yes
 No

Are you at least eighteen years of age?

Yes
 No

Have you ever been convicted of a felony? Criminal conviction is not an absolute bar to employment but will be considered in relation to specific job requirements. _____ If yes, give details, including jurisdiction (state and county) where such conviction occurred. _____

Yes
 No

Have you ever been convicted of a power electricity theft or power diversion? _____ If yes, give details

Including jurisdiction (state and county) where such conviction occurred. _____

In what state or states do you possess a valid and current driver's license? _____

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

If you served in the armed forces, what relevant skills and training did you acquire that would be helpful in performing the position for which you are applying. _____

If your application is considered favorably, on what date can you start work? _____

EDUCATION

	School Name	Address	No. of Year Attended	Degree	Major
High					
Tech. Coll.					
Other					

Courses now studying: _____

Lack of education would not necessarily bar employment, but would be a consideration, depending on the education required for a specific position.

CLERICAL AND SECRETARIAL APPLICANTS

Place 1 check for knowledge

Place 2 checks for experience

_____ Word processor

_____ Switchboard

_____ Data process entry

_____ Handling consumer concerns

_____ Proofreading

_____ Typing _____ w.p.m.

_____ Calculating machine

_____ Accounts receivable,
payable, or payroll

_____ Shorthand _____ w.p.m.

_____ Personal computer

_____ Load management systems

TRADES, CRAFTS AND TECHNICAL APPLICANTS ONLY

Place 1 check for knowledge

Place 2 checks for experience

_____ Warehousing

_____ Painting and bodywork on vehicles

_____ Electrical mapping system

_____ Computer inventory methods

_____ Electric and gas welding

_____ Load switching

_____ Lay out work orders

_____ Electrical handtools

_____ Substation construction

_____ Prepare work orders

_____ Electrical safety

_____ Line construction

_____ Basic electricity

_____ Radio communication and operation

_____ Transformer banks

_____ Tree trimming

_____ Pole inspection

_____ Regulators, capacitors,

_____ Brush clearing

_____ Load management systems

breakers and switches

_____ Clearing machinery

_____ Meter reading

_____ Hotline work, primary and
secondary

_____ Material control

_____ Collecting consumer accounts

_____ Perpetual inventory

_____ Handling consumer concerns

_____ Underground experience,

_____ Automotive maintenance

_____ Connecting and disconnecting meters

(primary and/or secondary)

PROFESSIONAL AND MANAGERIAL APPLICANTS ONLY

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

EMPLOYMENT RECORD (Most recent employer first)

DATES	NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND BRIEF DESCRIPTION OF DUTIES	SALARY	EXACT REASON FOR LEAVING
From:			From:	
To:	Telephone: _____	Supervisor:	To:	May we contact them?
From:			From:	
To:	Telephone: _____	Supervisor:	To:	May we contact them?
From:			From:	
To:	Telephone: _____	Supervisor:	To:	May we contact them?
From:			From:	
To:	Telephone: _____	Supervisor:	To:	May we contact them?
From:			From:	
To:	Telephone: _____	Supervisor:	To:	May we contact them?

Attach additional sheets, if necessary.

List any other training or special skills. _____

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 which may disclose your age, race, creed, religion, color, sex, marital status, national origin, physical or mental disability, veteran's status, or union affiliations.) _____

PROFESSIONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone number

CERTIFICATION

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this application in any detail is grounds for disqualification from further consideration or for dismissal from employment in accordance with Cooperative policy. I agree to conform to the rules and regulations of the Cooperative, and understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of the Cooperative or myself. I further understand that no person is authorized to make any representation contrary to the above statement unless such representation is in writing and approved by the Board of Directors.

Signature of Applicant

Date

FOR EMPLOYER'S USE ONLY

Interviewed by _____
Date _____
Comments _____

REFERENCE CHECK

Employer	Person Contacted	Date	Results

REFERENCE CHECK

Person	Date	Comments

ACTION

NO ACTION _____

INTERVIEWED -- NO POSITION OFFERED _____

POSITION OFFERED:

DATE: _____

POSITION: _____

ACCEPTED: _____

Date

Powell Valley Electric Cooperative

Voluntary Self-Identification of Race, Ethnicity and Gender

Powell Valley Electric Cooperative (hereinafter, "the Cooperative") is subject to certain federal governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the Cooperative invites applicants/employees to voluntarily self-identify their race, ethnicity and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported annually to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

ETHNICITY

- Hispanic or Latino* - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
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RACE

- American Indian or Alaska Native (not Hispanic or Latino)* - 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.
- Asian (not Hispanic or Latino)* - 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.
- Black or African American (not Hispanic or Latino)* - A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)* - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White (not Hispanic or Latino)* - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races (not Hispanic or Latino)* - All persons who identify with more than one of the above five races.
-

GENDER

- Male
- Female
-

Applicant's/Employee's Name: _____ Date: _____

Position Applying For: _____

Note: If an employee declines to self-identify, employment records or observer identification may be used.

Voluntary Self-Identification of Disability

Form CC-305
Page 1 of 1

OMB Control Number 1250-0005
Expires 05/31/2023

Name: _____
Employee ID: _____
(if applicable)

Date: _____

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. *Disabilities include, but are not limited to:*

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

Please check one of the boxes below:

- Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
- No, I Don't Have A Disability, Or A History/Record Of Having A Disability
- I Don't Wish To Answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

For Employer Use Only

Employers may modify this section of the form as needed for recordkeeping purposes.

For example:

Job Title: _____ Date of Hire: _____

Powell Valley Electric Cooperative

"Pre-Offer" Invitation to Self-Identify as a Protected Veteran

Powell Valley Electric Cooperative is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with a reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE

I AM NOT A PROTECTED VETERAN

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Powell Valley Electric Cooperative shall not discriminate against protected veterans and shall take affirmative action to employ and advance in employment qualified protected veterans at all levels of employment, including the executive level. Furthermore, Powell Valley Electric Cooperative will recruit, hire, train and promote persons in all job titles, and ensure that all other personnel actions are administered without regard to protected veteran status, and will ensure that all employment decisions are based only on valid job requirements.

Name

Date