

Powell Valley Electric Cooperative
420 Straight Creek Road
New Tazewell, TN 37825

APPLICATION FOR EMPLOYMENT

Date: _____

Note: Applicants applying for positions that require them to drive Cooperative vehicles must also fill out the Driver's Supplemental Application for Employment.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability status, or veteran status.

This application 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.

In compliance with federal law, all persons offered employment will be required to verify their identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

PLEASE PRINT

Name: _____
(Last) (First) (Middle)

Address: _____ Telephone No.: _____
(Street)

(City) (State) (Zip) Alternate No.: _____

How were you referred to the Cooperative? _____

Are you a relative, either by blood or marriage, of any employee or Director of the Cooperative? ☐ Yes
If yes, state name and their relationship to you. _____ ☐ No

Have you ever applied for a job with the Cooperative? ☐ Yes
If yes, when? _____ ☐ No

Have you ever worked at the Cooperative before? ☐ Yes
If yes, when? _____ ☐ No

Are you at least eighteen years of age? ☐ Yes
☐ No

Position for which you are applying (be specific): _____

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

State: _____ License No.: _____ State: _____ License No.: _____

State: _____ License No.: _____ State: _____ License No.: _____

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

State: _____ License No.: _____ State: _____ License No.: _____

State: _____ License No.: _____ State: _____ License No.: _____

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

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

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, religion, sex (including pregnancy), national origin, ancestry, age, disability, genetic information, veteran status, or union affiliations.)

Will you work overtime if asked? ☐ Yes Are you willing to work after hours call-out duty ☐ Yes
☐ No and on-call assignments? ☐ No

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

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

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

EDUCATION

School Name	Address	No. of Years Attended	Degree	Major
☐ High				
☐ College				
☐ Other				
☐ Courses now studying				

THE FOLLOWING QUESTIONS SHOULD BE ANSWERED ONLY IF THE BOX NEXT TO THE QUESTION IS MARKED.

☐ **PROFESSIONAL AND MANAGERIAL APPLICANTS ONLY**

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

☐ **CLERICAL AND SECRETARIAL APPLICANTS ONLY**

Place one check for experience. Place two checks for proficiency.

☐ 10-Key	☐ Internet	☐ Network Software
☐ A/R and/or A/P	☐ Load Management	☐ Payroll System
☐ Amipro	☐ Lotus	☐ PBX System
☐ Customer Service	☐ Microsoft Excel	☐ Personal Computer
☐ Data Entry	☐ Microsoft Windows	☐ Proofreading
☐ E-Mail	☐ Microsoft Word	☐ Typing ____ wpm
☐ Fax Machine		

☐ **TRADES, CRAFTS, AND TECHNICAL APPLICANTS ONLY**

Place one check for experience. Place two checks for proficiency.

☐ Warehousing	☐ Automotive maintenance	☐ Collecting consumer accounts
☐ Computer inventory methods	☐ Painting and bodywork on vehicles	☐ Handling consumer concerns
☐ Lay out work orders	☐ Electric and gas welding	☐ Line construction
☐ Prepare work orders	☐ Hotline work, primary and secondary	☐ Electrical mapping systems
☐ Basic electricity	☐ Electrical hand tools	☐ Load switching
☐ Tree trimming	☐ Electrical safety	☐ Substation construction
☐ Brush clearing	☐ Radio communication and operation	☐ Perpetual inventory
☐ Clearing machinery	☐ Pole inspection	☐ Transformer banks
☐ Material control	☐ Load management systems	☐ Meter reading
☐ Connecting and disconnecting meters	☐ Regulators, capacitors, breakers and switches	☐ Underground experience, (primary and/or secondary)

EMPLOYMENT RECORD (Most recent employer first)

Dates	Name and Address of Employer	Job Title and Brief Description of Duties	Exact Reason for Leaving
From: To:			
		Supervisor:	May we contact them?
	Phone:		
From: To:			
		Supervisor:	May we contact them?
	Phone:		
From: To:			
		Supervisor:	May we contact them?
	Phone:		

Attach additional sheets if necessary.

PERSONAL REFERENCES

Name and Occupation	Address	Phone Number

IMPORTANT! READ THIS:

CERTIFICATION

I CERTIFY THAT ALL INFORMATION PROVIDED IN SUPPORT OF MY EMPLOYMENT WITH THE COOPERATIVE, INCLUDING BUT NOT LIMITED TO THIS APPLICATION, RESUMES, MEDICAL INFORMATION, AND INFORMATION PROVIDED BY ME DURING INTERVIEWS, IS CORRECT TO THE BEST OF MY KNOWLEDGE, AND I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF RELEVANT FACTS IN SEEKING EMPLOYMENT WILL RESULT IN MY DISQUALIFICATION FROM FURTHER CONSIDERATION OR MY DISMISSAL FROM EMPLOYMENT. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COOPERATIVE, AND I UNDERSTAND THAT MY EMPLOYMENT 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 APPROVED BY THE BOARD OF TRUSTEES AND IS EMBODIED IN A WRITTEN AGREEMENT SIGNED BY THE CHAIRMAN OR THE PRESIDENT & CHIEF EXECUTIVE OFFICER OF THE COOPERATIVE. I FURTHER UNDERSTAND THAT IF OFFERED EMPLOYMENT, I WILL BE REQUIRED TO TAKE A PHYSICAL EXAMINATION AND THAT SUCH EXAMINATION WILL INCLUDE BLOOD, BREATH, URINE, OR SALIVA TESTS TO DETERMINE THE PRESENCE OR USE OF ALCOHOL OR ILLEGAL CONTROLLED SUBSTANCES.

Signature of Applicant

Date

FOR EMPLOYER'S USE ONLY

Interviewed by: _____ Date: _____

Comments: _____

EMPLOYMENT REFERENCE CHECK

Employer	Person Contacted	Date	Results
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PERSONAL REFERENCE CHECK

Person	Date	Comments

ACTION

☐ No Action

☐ Interview - No Position Offered

☐ Position Offered:
Date: _____
Position: _____
Date Accepted: _____

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 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