



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? \_\_\_\_\_  
 This needs to be answered because all employees may be required to operate company vehicles.

Have you served in the U.S. Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes: Branch of Service \_\_\_\_\_

Rank at Discharge \_\_\_\_\_

Date of Final Discharge \_\_\_\_\_

Are you able to perform the essential job functions of the position for which you are applying? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If no, please indicate what special accommodations would need to be provided for you to do so. \_\_\_\_\_

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

**EDUCATION**

	SCHOOL NAME	ADDRESS	# OF YEARS ATTENDED	DEGREE	MAJOR
High					
Technical College					
Other					

Courses Now Studying \_\_\_\_\_

**CLERICAL AND SECRETARIAL APPLICANTS ONLY**

Place 1 check for knowledge. Place 2 checks for experience.

\_\_\_\_\_ Personal Computer      \_\_\_\_\_ Handling consumer complaints      \_\_\_\_\_ Calculating machine

\_\_\_\_\_ Switchboard      \_\_\_\_\_ Proofreading      \_\_\_\_\_ Data Process Entry

\_\_\_\_\_ Typing \_\_\_\_\_ wpm      \_\_\_\_\_ Shorthand \_\_\_\_\_ wpm      \_\_\_\_\_ Accounts Receivable,

\_\_\_\_\_ Load Management systems      Payables or Payroll

**Attach additional sheets, if necessary**

List any other training or special skills. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES (Not Former Employers or Relatives)**

Name and Occupation	Address	Phone Number

Special employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals with Physical or Mental Handicaps: Electric Cooperatives are subject to Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that we take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires this Cooperative to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information to assist SVEC in its affirmative action efforts and to permit SVEC to provide proper placement and appropriate accommodation to enable you to perform the job in a proper and safe manner. This information will be treated as confidential and will be used only for these purposes. If you wish to be identified, please sign below.

\_\_\_\_\_ Handicapped Individual      \_\_\_\_\_ Disabled Veteran      \_\_\_\_\_ Vietnam Era Veteran

Signed \_\_\_\_\_

**CERTIFICATION AND AGREEMENT**

I certify that the information contained in this application is correct to the best of my knowledge and authorize SVEC to verify their accuracy by obtaining reference information on my work performance. I understand that falsification of this application in any details is grounds for disqualification from further consideration or for dismissal from employment in accordance with Cooperative policy. I release SVEC from any liability, which, at any time, could result from obtaining and basing an employment decision on such information. 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 President and CEO.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**TRADE, CRAFTS AND TECHNICAL APPLICANTS ONLY**

Place 1 check for knowledge. Place 2 checks for experience.

- |  |   |
|--|---|
| <input type="checkbox"/> Warehousing                       | <input type="checkbox"/> Electrical safety                              |
| <input type="checkbox"/> Computer inventory methods        | <input type="checkbox"/> Radio communication and operations             |
| <input type="checkbox"/> Lay out work orders               | <input type="checkbox"/> Pole inspection                                |
| <input type="checkbox"/> Prepare work orders               | <input type="checkbox"/> Load management systems                        |
| <input type="checkbox"/> Basic electricity                 | <input type="checkbox"/> Meter reading                                  |
| <input type="checkbox"/> Tree trimming                     | <input type="checkbox"/> Collecting consumer accounts                   |
| <input type="checkbox"/> Brush clearing                    | <input type="checkbox"/> Handling consumer complaints                   |
| <input type="checkbox"/> Clearing machinery                | <input type="checkbox"/> Connecting and disconnecting meters            |
| <input type="checkbox"/> Material control                  | <input type="checkbox"/> Electrical mapping systems                     |
| <input type="checkbox"/> Perpetual inventory               | <input type="checkbox"/> Load switching                                 |
| <input type="checkbox"/> Automotive maintenance            | <input type="checkbox"/> Substation construction                        |
| <input type="checkbox"/> Painting and bodywork on vehicles | <input type="checkbox"/> Line construction                              |
| <input type="checkbox"/> Electric and gas welding          | <input type="checkbox"/> Transformer banks                              |
| <input type="checkbox"/> Drafting                          | <input type="checkbox"/> Regulators, capacitors, breakers and switches  |
| <input type="checkbox"/> Telephone systems                 | <input type="checkbox"/> Hotline work, primary and secondary            |
| <input type="checkbox"/> Radio communication               | <input type="checkbox"/> Underground experience (primary and secondary) |
| <input type="checkbox"/> Backhoe, trencher, cable plow     | <input type="checkbox"/> Transit work, surveying and/or calculations    |
| <input type="checkbox"/> Electronic test equipment         | <input type="checkbox"/> Blueprints, technical drawings                 |
| <input type="checkbox"/> Electrical hand tools             |   |

**PROFESSIONAL AND MANAGERIAL APPLICANTS ONLY**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(you need not disclose membership in Professional Organizations that may reveal information regarding race, color, creed, sex, religion, national origins, ancestry, age, disability, marital status, veteran status or any other protected status)

**EMPLOYMENT RECORD (most recent employer first )**

Explain any gaps in work history: \_\_\_\_\_

\_\_\_\_\_

Have you ever been discharged or asked to resign from a job? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates (Month and Year): From \_\_\_\_\_ to \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_  
\_\_\_\_\_ Telephone \_\_\_\_\_

Job Title and Brief Description of Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor \_\_\_\_\_

Salary: From \_\_\_\_\_ to \_\_\_\_\_

Exact Reason for Leaving: \_\_\_\_\_

May We Contact Them? \_\_\_\_\_

Dates (Month and Year): From \_\_\_\_\_ to \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_  
\_\_\_\_\_ Telephone \_\_\_\_\_

Job Title and Brief Description of Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor \_\_\_\_\_

Salary: From \_\_\_\_\_ to \_\_\_\_\_

Exact Reason for Leaving: \_\_\_\_\_

May We Contact Them? \_\_\_\_\_

Dates (Month and Year): From \_\_\_\_\_ to \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_  
\_\_\_\_\_ Telephone \_\_\_\_\_

Job Title and Brief Description of Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor \_\_\_\_\_

Salary: From \_\_\_\_\_ to \_\_\_\_\_

Exact Reason for Leaving: \_\_\_\_\_

May We Contact Them? \_\_\_\_\_

# SHENANDOAH VALLEY ELECTRIC COOPERATIVE

## EQUAL EMPLOYMENT - AFFIRMATIVE ACTION APPLICANT DATA

Shenandoah Valley Electric Cooperative is an EQUAL OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER. It is the policy of Shenandoah Valley Electric Cooperative to afford equal employment opportunity to all qualified persons regardless of race, color, religion, age, sex, national origin, veteran status or handicap. The information requested below is used for the purpose of collecting information that Shenandoah Valley Electric Cooperative uses in aggregate form for analyzing, monitoring, and reporting on its equal opportunity and affirmative action efforts, including reports to the federal government under Executive Order 11246. This information will not affect our decision to hire or not hire you. This form will not be maintained in your application or personnel file, and will not be seen or considered by the person(s) deciding whether or not to hire you.

Name \_\_\_\_\_ Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

County of Residence \_\_\_\_\_ New Hire?  Internal Applicant?   
(please check one of the above)

Position Applied for \_\_\_\_\_

Are you a Vietnam Era Veteran (at least 180 days active duty, any part of which occurred between August 5, 1964 and May 7, 1975, and released or discharged with OTHER than dishonorable discharge)? Yes No

Are you a disabled veteran? Yes No

Are you an individual with a handicap? Yes No

Sex:  Male  Female

### Race/National Origin:

- White, not of Hispanic Origin
- Black, not of Hispanic Origin
- Hispanic
- Asian or Pacific Islander (including persons of Indian Subcontinent)
- American Indian or Alaskan Native

### Referral Source:

- Employment Security Commission
- Walk-in
- Vocational Rehabilitation Service
- Educational/Technical Institution
- Personnel Agency
- Executive Recruiter
- Newspaper/Journal Ad (indicate which publication) \_\_\_\_\_
- Internal Posting
- Other (specify) \_\_\_\_\_

THIS IS A DATA COLLECTION SHEET AND WILL BE REMOVED BEFORE THE APPLICATION IS REVIEWED