



**Shenandoah Valley
Electric Cooperative**

A Touchstone Energy® Cooperative 

Human Resources
P. O. Box 236
Mt. Crawford, VA 22841
(540) 574-7248
www.svec.coop

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

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 and select the best qualified applicant. All portions of this application pertaining to you must be completed. The Cooperative, in accordance with State and Federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, physical or mental handicap or veteran's status. The Cooperative also is required by law, by virtue of its contract(s) with the federal government, to take affirmative action to employ women, minorities, otherwise qualified handicapped individuals, and Vietnam era and disabled veterans. We appreciate the time you spend in filling in this application form.

PLEASE PRINT

Date: _____

Name _____
Last First Middle

Address _____
Street Telephone No

City State Zip Alternate No.

Social Security Number _____ / _____ / _____

Do you have the legal right to work in the United States? _____ Yes _____ No

(if offered employment, you will be required to provide documentation to verify eligibility)

Are you related, by blood or marriage, to any existing employee of the Cooperative or to a present member of the Board of Directors? _____ Yes _____ No

If yes, state name and relationship _____

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? _____ If yes, give details, including jurisdiction (state and county) where such conviction occurred. (A conviction record will not necessarily be a bar to employment, but will be considered in relation to specific job requirements.)

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? _____

FOR EMPLOYER'S USE ONLY

Interviewed by _____

Date _____

Comments _____

REFERENCE CHECK

Employer	Person Contacted	Date	Results

PERSONAL REFERENCE CHECK

Person	Date	Comments

ACTION

NO ACTION _____
INTERVIEWED – NO POSITION OFFERED _____
POSITION OFFERED:
DATE: _____
POSITION: _____
ACCEPTED: _____
Date

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