

NAVASOTA VALLEY ELECTRIC COOPERATIVE

APPLICATION FOR EMPLOYMENT



NAME: (LAST)

(FIRST)

(MIDDLE INITIAL)

ADDRESS:

CITY:

STATE:

PHONE NUMBER:

OTHER:

SOCIAL SECURITY NUMBER:

ARE YOU 18 YEARS OR OLDER?

YES / NO

DRIVER'S LICENSE NO.

ISSUING
STATE

CDL:

YES / NO

CLASS

POSITION FOR WHICH YOU ARE APPLYING:

DATE YOU CAN START:

SALARY DESIRED:

PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY:

NAME:

PHONE NUMBER:

ADDRESS:

CITY

STATE

WERE YOU IN THE US ARMED FORCES?

YES / NO

WHAT BRANCH?

DATES OF DUTY:

RANK AT SEPERATION

EDUCATIONAL HISTORY	NAME OF SCHOOL	YEARS COMPLETED	DIPLOMA/DEGREE
HIGH SCHOOL			
COLLEGE/UNIVERSITY			
GRADUATE SCHOOL			
TRADE SCHOOL			
HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE?		YES / NO	
IF YES, PLEASE SPECIFY: DATE		PLACE	
NATURE OF OFFENSE _____			
HAVE YOU EVER RECEIVED PROBATION, DEFERRED ADJUDICATION, OR ANY OTHER TYPE OF COURT			
ORDERED OR APPROVED SUPERVISION?		YES / NO	
IF YES, PLEASE SPECIFY: DATE		PLACE	
NATURE OF OFFENSE _____			
<p>* AFFIRMATIVE ANSWERS WILL NOT AUTOMATICALLY DISQUALIFY YOU FROM BEING CONSIDERED AS A CANDIDATE FOR EMPLOYMENT. CERTAIN FACTORS, INCLUDING THE NATURE AND DATE OF THE OFFENSE(S) AND THEIR RELATIONSHIP TO THE POSITION FOR WHICH YOU ARE APPLYING, WILL BE CONSIDERED.</p>			

NAVASOTA VALLEY ELECTRIC COOPERATIVE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION OR DISABILITY.

EMPLOYMENT HISTORY

(LIST PRESENT AND PREVIOUS EMPLOYERS BEGINNING WITH **MOST RECENT EMPLOYER**)

DATES	NAME, ADDRESS, PHONE NUMBER AND NAME OF SUPERVISOR	STARTING/ENDING SALARY	POSITION & DUTIES	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

PLEASE INCLUDE ANY OTHER INFORMATION YOU THINK WOULD BE HELPFUL TO US IN CONSIDERING YOU FOR EMPLOYMENT, SUCH AS ADDITIONAL WORK EXPERIENCE, ACTIVITIES, ACCOMPLISHMENTS, ETC.

REFERENCES:

GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

ACKNOWLEDGMENTS/AUTHORIZATION

I, THE UNDERSIGNED APPLICANT, ACKNOWLEDGE THAT ALL OF THE INFORMATION I HAVE PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I ALSO UNDERSTAND THAT IF I AM HIRED AND ANY MISREPRESENTATION OR OMISSION OF ANY FACT IN MY APPLICATION, RESUME, OR ANY OTHER MATERIALS, OR DURING ANY INTERVIEWS, IS DISCOVERED, I MAY BE SUBJECT TO IMMEDIATE DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

I UNDERSTAND THAT I MAY BE REQUIRED TO PASS A PHYSICAL EXAMINATION, INCLUDING A DRUG TEST, BEFORE A FINAL OFFER OF EMPLOYMENT IS MADE. BY SIGNING BELOW, I CONSENT TO THOSE PROCEDURES.

I AUTHORIZE NAVASOTA VALLEY ELECTRIC COOPERATIVE TO OBTAIN CRIMINAL HISTORY RECORD INFORMATION THAT RELATES TO ME AND TO USE THAT INFORMATION IN CONSIDERING MY APPLICATION FOR EMPLOYMENT. IF I AM OFFERED EMPLOYMENT, I FURTHER AUTHORIZE NAVASOTA VALLEY ELECTRIC COOPERATIVE TO OBTAIN CRIMINAL HISTORY RECORD INFORMATION THAT RELATES TO ME AT ANY TIME DURING MY EMPLOYMENT. I ALSO AUTHORIZE NAVASOTA VALLEY ELECTRIC COOPERATIVE TO MAKE INQUIRIES TO ANY OF THE PERSONS, BUSINESS ENTITIES AND SCHOOLS IDENTIFIED IN THIS APPLICATION. I FURTHER AUTHORIZE AND REQUEST THAT ALL OF MY PRESENT AND FORMER EMPLOYERS AND THOSE INDIVIDUALS I HAVE LISTED AS PERSONAL REFERENCES FURNISH INFORMATION ABOUT MY EMPLOYMENT RECORD, INCLUDING A STATEMENT OF THE REASON FOR THE TERMINATION OF MY EMPLOYMENT, WORK PERFORMANCE, ABILITIES, AND OTHER QUALITIES PERTINENT TO MY QUALIFICATIONS FOR EMPLOYMENT, HEREBY RELEASING THEM FROM ANY AND ALL LIABILITY FOR DAMAGES ARISING FROM FURNISHING THE REQUESTED INFORMATION.

I ALSO ACKNOWLEDGE AND AGREE THAT, 1.) IF EMPLOYEED BY NAVASOTA VALLEY ELECTRIC COOPERATIVE, MY EMPLOYMENT WILL NOT BE GUARANTEED FOR ANY SPECIFIC PERIOD OF TIME; AND 2) MY EMPLOYMENT RELATIONSHIP WITH NAVASOTA VALLEY ELECTRIC COOPERATIVE WILL BE AT-WILL, MEANING THAT THE RELATIONSHIP CAN BE TERMINATED BY ME OR NAVASOTA VALLEY ELECTRIC COOPERATIVE WITH OR WITHOUT CAUSE OR NOTICE, AT ANY TIME. I UNDERSTAND THAT IF I AM EMPLOYED BY NAVASOTA VALLEY ELECTRIC COOPERATIVE I AGREE TO ABIDE BY ALL OF ITS POLICIES, RULES, REGULATIONS AND PROCEDURES.

SIGNATURE OF APPLICANT _____ **DATE** _____