

Concho Valley Electric Cooperative, Inc.

2530 Pulliam Street
San Angelo, Texas 76905
Phone: (325)655-6957
Fax: (325) 655-6950
www.cvec.coop



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. We appreciate the time you spend in filling in this application form. All applicants should read the following notices very carefully. If you do not understand anything stated below, please ask the Manager of Administration/Human Resources for an explanation. By submitting your application, you will be deemed to have understood and agreed to the following:

All questions must be answered truthfully: This application form is intended for use in evaluating your qualifications for employment. You are required to give accurate and complete responses to the questions. Regardless of whether made in filling out this application or at any time in the hiring process, any false, misleading or incomplete statements or responses are grounds for rejection of your application or, if discovered after you have been hired, grounds for your immediate termination.

Equal Employment Opportunity: Concho Valley Electric Cooperative (CVEC), in accordance with State and Federal laws, does not discriminate on the basis of age, race, religion, color, gender, national origin, physical or mental handicap or veteran's status, disability, except where a reasonable, bona fide occupation qualification exists. 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. Offers of employment are conditioned on the applicant passing a pre-employment medical examination to determine if the applicant can perform the essential functions of their job, with or without reasonable accommodation.

At-will status of all employees: This application form is not an employment contract, and neither is any other document you may be given in the hiring process or later, if you are hired. If you are hired, your employment at all times will be employment at-will, which means that either you or CVEC has the right to terminate your employment at any time, with or without cause, and with or without notice.

Nothing in this application, or in any prior or subsequent oral or written statements, is intended to create a contract for employment for any specified period. No one other than the Board of Directors has any authority to enter into any agreement contrary to the forgoing and such would have to be in writing signed by the Board.

Drug testing: Concho Valley Electric Cooperative's policy requires testing for the presence of drugs and alcohol in your body prior to employment. Any applicant will be required to pass a pre-employment drug screen, and if hired, you will be subject to CVEC's drug and alcohol testing policy during employment. This policy provides that drug and alcohol testing may be done for reasonable cause, suspicion, on a random basis, after any accident, or as determined by CVEC. As a condition of being considered for employment, you hereby agree and consent to be tested for drugs and alcohol. By accepting any offer of employment, you agree and consent to be tested for drugs and alcohol during your employment pursuant to CVEC's policy as a condition of employment.



Application for Employment

Concho Valley Electric Cooperative, Inc.
2530 Pulliam Street
San Angelo, Texas 76905
(325) 655-6957 - - Fax: (325) 655-6950



Concho Valley Electric Cooperative, Inc. dedicates itself to the improvement of its members' lifestyle and the economic environment of its service area.

The Cooperative is committed to providing safe, reliable electric service at the lowest practical cost and to meeting the changing needs of its membership with a well-trained, quality work force and with the use of sound business practices.

PLEASE PRINT

Basic Information

Date of Application: _____

Last Name: _____ First Name/MI: _____

Address: _____
(Street, City, State and Zip Code)

Phone #: _____ Alternate #: _____ E-mail: _____

Position Desired: _____ Full-Time Part-Time (Check all that apply)

Date Available: _____ Are you currently employed? Yes No

Are you over 18-years of age? Yes No

What is your minimum salary requirement? _____

Are you eligible to work for any United States employer at this time? Yes No

Can you, after employment, submit proof of U.S. Citizenship? Yes No

Have you ever applied for a position with us? Yes No

If "yes", when: _____

Have you ever been employed by us? Yes No

Are you related by marriage, birth or otherwise to any manager, director or employee of Concho Valley Electric Cooperative, Inc.? Yes No

If "yes", please tell us the name of your relative and relationship. _____

Can you travel if the position requires travel? Yes No

Have you ever been convicted of, or pleaded guilty or "no contest" to, any crime (other than a minor traffic violation) and/or received deferred adjudication? Yes No

(An affirmative response will not automatically disqualify you from being considered for employment.)

If "yes", please explain

Have you ever been dismissed or forced to resign from any employment? Yes No

(An affirmative response will not automatically disqualify you from being considered for employment.)

Are you subject to any restrictions which could prevent you from accepting a job with CVEC, such as a non-compete or non-solicitation agreement with your previous employer? Yes No

Do you require any accommodation to perform the essential functions of the job you are applying for?

Yes No

If "yes", please explain _____

List any languages (other than English) you:

Speak Fluently _____

Read Fluently _____

Write Fluently _____

May we contact your employer? Yes No

Employment History

Please give a complete record of your employment, including period of unemployment, if any. Begin with your most recent employment and work back in time. You may attach supplementary sheet, if additional space is needed.

Please complete this section even if your resume is attached.

Employer: _____ Position: _____

Address, City, State: _____

Telephone: _____ Employed from: _____ to _____

Supervisors Name & Phone Number: _____

Duties: _____

Starting Salary: _____ Ending Salary: _____ Reason for leaving: _____

Employer: _____ Position: _____

Address, City, State: _____

Telephone: _____ Employed from: _____ to _____

Supervisors Name & Phone Number: _____

Duties: _____

Starting Salary: _____ Ending Salary: _____ Reason for leaving: _____

Employment History Continued:

Employer: _____ Position: _____

Address, City, State: _____

Telephone: _____ Employed from: _____ to _____

Supervisors Name & Phone Number: _____

Duties: _____

Starting Salary: _____ Ending Salary: _____ Reason for leaving: _____

References

Include only individuals familiar with your work ability. DO NOT INCLUDE RELATIVES. You may include CVEC employees, but you must have at least one reference that is not affiliated with CVEC.

Name: _____ Relationship: _____

Telephone No.: _____ Time Known: _____

Name: _____ Relationship: _____

Telephone No.: _____ Time Known: _____

Name: _____ Relationship: _____

Telephone No.: _____ Time Known: _____

Education and Training History

Schools Attended	Name, City, State	Degree Major/ Course Study	Number of Years Completed	Diploma/ Degree
High School			Start Date: _____ End Date: _____	
Business School			Start Date: _____ End Date: _____	
College/University			Start Date: _____ End Date: _____	
Graduate School			Start Date: _____ End Date: _____	
Trade School			Start Date: _____ End Date: _____	
Training			Start Date: _____ End Date: _____	

List any other education, training, special skills or certificates/licenses that you have related to this job:

Please describe your interest in Concho Valley Electric Cooperative and the skills and aptitudes that you feel qualify you for the position in which you are applying.

Trades, Crafts and Technical Applicants ONLY

Place a one (1) in the square for knowledge and a two (2) for experience.

Warehousing	Electrical Tools	
Computer Inventory Methods	Electrical Safety	
Lay Out Work Orders	Radio Communication & Operation	
Prepare Work Orders	Pole Inspection	
Basic Electricity	Load Management System (SCADA)	
Tree Trimming	Automatic Meter Reading (AMR)	
Brush Clearing	Collecting Consumer Accounts	
Machinery Used for Clearing Brush	Handling Consumer Concerns	
Material Control	Connecting & Disconnecting Meters	
Perpetual Inventory	Electronic Mapping Systems	
Automotive Maintenance	Load Switching	
Electric and Gas Welding	Substation Construction	
Regulators, Capacitors, Breakers & Switches	Line Construction	
Underground Experience (Primary and/or Secondary)	Transformer Banks	
	Hotline Work, Primary & Secondary	

Business Technology Experience

Place a one (1) in the square for knowledge and a two (2) for experience.

10 Key Calculator by Touch
Keyboard – WPM _____
Operator Console/Receptionist
Microsoft Power Point
Microsoft Word
Microsoft Excel
Handling Consumer Complaints
Proofreading
Scanner/Copier
Accounts Receivable, Payable or Payroll
*Job Experience with Computers

*List Software in Previous Job Positions:

Experience and Qualifications - Driver

Do you have a valid driver's licenses? _____ Yes _____ No

If yes, please complete the following:

State	License No.	Type	Expiration Date

Do you have a valid Commercial Driver's License (CDL)? Yes No

Do you have experience with any of the following? _____ Yes _____ No

If yes, please complete the following:

Class of Equipment	Type of Equipment (Van, Tank, Flat, Etc.)	Date From	Dates To	Approx. No. of Miles (Total)
Straight Truck				
Tractor & Semi-Trailer				
Tractor-Two Trailers				
Other				

Have you ever been involved in an auto accident? _____ Yes _____ No

If yes, please complete the following:

Dates	Nature of Accident (HEADED-ON, REAR-END, UPSET, ETC.)	Fatalities	Injuries
Most Recent Accident			
Next Previous			
Next Previous			

Traffic convictions and forfeitures for the past 3-years (other than parking violations).

Location	Date	Charge	Penalty

 Applicant's Signature

 Date of Application