



Employment Application

We consider applicants for employment without regard to race, color, religion, sex, gender, national origin, age, marital or veteran status, the presence of a non job related medical condition or handicap, or any other legally protected status. We will give this application every consideration. However, in accepting it, Cuming County Public Power District makes no commitment of employment to the applicant. Federal law obligates us to provide reasonable accommodation to the known disabilities of applicants and employees, unless to do so would pose an undue hardship. Please let us know if you need an accommodation to complete the application process. It is also the policy of this agency to have the option of conducting pre-employment screening before a job offer is made. If a job offer is made, employment may be contingent upon the successful completion of drug and alcohol testing and medical examination. This may include providing body substance samples. We are an at will employer, meaning that either the employer or the employee may end the employment relationship at any time and for any or no reason.

This application will be considered active for a period of six (6) months, after which it shall be retired to an inactive file. To be considered for employment after the expiration of this application, a new application must be filed. The following information is requested in order to help us make the best possible placement within CCPPD. All portions of this application pertaining to you must be completed. We appreciate the time you spend in completing this application form.

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

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you at least 18 years or older? YES NO

If hired, can you provide written documentation that you are authorized to work in the United States? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony?

If yes, explain: _____

(Conviction will not necessarily disqualify applicant from employment. The recency, severity and pertinence of the conviction to the job will all be considered).

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

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I understand that falsification of this application in any detail will result in my disqualification from further consideration or my dismissal from employment in accordance with CCPPD policy. I agree to conform to the rules and regulations of CCPPD, and I understand that my employment can be terminated at any time. 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 Directors and is embodied in a written agreement signed by the President and General Manager of Cuming County Public Power District.

CCPPD is an Equal Opportunity Employer.

Signature: _____ Date: _____