



An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

Date: \_\_\_\_\_

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

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 the Cooperative. All portions of this application pertaining to you must be completed. We appreciate the time you spend in filling in this application form.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status.

Form with fields for Name (Last, First, Middle), Street Address, Telephone, Telephone #2, City, State, Zip.

Email Address: \_\_\_\_\_

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

How were you referred to the Cooperative? \_\_\_\_\_

Are you related, by blood or marriage, to any existing employee of the Cooperative or to 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 afterhours call out duty and on-call assignments? Yes No

List any friends or acquaintances presently working for the Cooperative. \_\_\_\_\_

Are you at least eighteen years of age? Yes No

Have you ever been convicted of a felony? Yes No If yes, give details, including jurisdiction (state and county) where such conviction occurred. \_\_\_\_\_

(Criminal convictions are not an absolute bar to employment. They will only be considered in relation to specific job requirements.)

Have you ever been convicted of a power (electricity) theft or power diversion? Yes No 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? \_\_\_\_\_

Can you perform the essential functions of the job for which you are applying? \_\_\_\_\_

(A list of the essential functions of the job is available at the Cooperative.)

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

**EDUCATION**

	SCHOOL NAME	ADDRESS	No. of Years Attended	Degree	Major
HIGH					
TECH. COLL.					
OTHER					

Courses now studying \_\_\_\_\_

List any Trade, Craft, Technical, and Clerical skills you possess. \_\_\_\_\_

---

---

---

---

---

---

---

---

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

---

---

---

---

---

---

---

---

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

Name and Occupation	Address	Phone Number

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

DATES	NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND BRIEF DESCRIPTION OF DUTIES	SALARY	EXACT REASON FOR LEAVING
From:			From:	
To:			To:	May we contact them? Yes
From:			From:	
To:			To:	May we contact them? Yes
From:			From:	
To:			To:	May we contact them? Yes
From:			From:	
To:			To:	May we contact them? Yes
From:			From:	
To:			To:	May we contact them? Yes

Attach additional sheets, if necessary.

**CERTIFICATION**

I certify that the information contained in this application is correct to the best of my knowledge, and I understand falsification of this application in any detail is grounds for disqualification from further consideration or for dismissal from employment in accordance with Cooperative policy. I agree to conform to the rules and regulations of the Cooperative, and I understand 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 no person is authorized to make any representation contrary to the above statement unless such representative is approved by the Board of Directors and is embodied in a written agreement signed by the President or the General Manager of the Cooperative. I further understand if offered employment, I will be required to take a physical examination and that such examination will include blood, urine, or saliva tests to determine the presence or use of alcohol or controlled substances. I further understand if offered employment, I may be required to submit to a credit and/or background check.

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

\_\_\_\_\_  
Date

***Please Print, Attach Resume, and Mail to:***

**Holston Electric Cooperative, Inc., Attn: Human Resources, PO Box 190, Rogersville, TN 37857**

ACTION \_\_\_\_\_

NO ACTION \_\_\_\_\_

INTERVIEWED – NO POSITION OFFERED \_\_\_\_\_

POSITION OFFERED:

DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_

ACCEPTED: \_\_\_\_\_



# Holston Electric Cooperative

## Voluntary Self-Identification of Race, Ethnicity and Gender

Holston Electric Cooperative (hereinafter "the Cooperative") is subject to certain federal governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the Cooperative invites applicants/employees to voluntarily self-identify their race, ethnicity and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported annually to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

### ETHNICITY

- Hispanic or Latino*** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- 

### RACE

- American Indian or Alaska Native (not Hispanic or Latino)*** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian (not Hispanic or Latino)*** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American (not Hispanic or Latino)*** - A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)*** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White (not Hispanic or Latino)*** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races (not Hispanic or Latino)*** - All persons who identify with more than one of the above five races.
- 

### GENDER

- Male
- Female
- 

Applicant's/Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Note: If an employee declines to self-identify, employment records or observer identification may be used.



## Holston Electric Cooperative

### “Pre-Offer” Invitation to Self-Identify as a Protected Veteran

Holston Electric Cooperative is a Government contractor subject to the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A “disabled veteran” is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service- connected disability.
- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An “Armed forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor’s Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE**
- I AM NOT A PROTECTED VETERAN**

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Holston Electric Cooperative shall not discriminate against protected veterans and shall take affirmative action to employ and advance in employment qualified protected veterans at all levels of employment, including the executive level. Furthermore, Holston Electric Cooperative will recruit, hire, train and promote persons in all job titles, and ensure that all other personnel actions are administered without regard to protected veteran status, and will ensure that all employment decisions are based only on valid job requirements.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date





## Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020  
Page 1 of 2

### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Today's Date

## Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020  
Page 2 of 2

### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

---

<sup>i</sup> Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.