



White River Electric Association, Inc.  
PO Box 958  
Meeker, CO 81641  
970-878-5041  
970-878-5766 – fax

## **EMPLOYMENT APPLICATION**

### **An Equal Opportunity Employer**

**White River Electric is an equal opportunity employer, and does not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purposes.**

### **IMPORTANT INFORMATION AND INSTRUCTIONS**

White River Electric Association, Inc. appreciates your interest in employment. The completion of this application represents your ability to provide written communication and to follow directions. Your completed application is a source of information for making selections for interviews. Applicants may be hired or not hired solely on the information provided on the application.

1. A separate application must be submitted for each announced opening for which you are applying. Unsolicited applications will not be accepted. All applications must be signed to certify that all statements are true and complete and to authorize an investigation.
2. White River Electric must receive applications by 5:00 PM on the announced closing date. Announced openings listed as “open until filled” will be accepted until the position has been hired.
3. Applications must be filled out completely. Print clearly or type. Incomplete or illegible applications may be rejected.
4. Notify White River Electric of any change in your telephone number or availability. Failure to do so may result in removal of your application from further consideration.
5. Any offer of employment may be contingent upon job-related factors including (but not limited to) testing of job related skills, successful completion of a physical examination, verification of your former employment and references, a thorough background investigation, including any criminal record, and appropriate drug and alcohol testing.
6. If you are hired for any position, Federal Law requires that you provide proof of your eligibility to work in the United States within 72 hours of your hire date. Failure to provide such eligibility will void the offer of employment.
7. This is not an employment contract.

## Personal Information

<b>Date of Application</b>		
<b>Last Name</b>	<b>First</b>	<b>Middle</b>
<b>Street Address</b>		<b>Mailing Address</b>
<b>City, State, Zip</b>		
<b>Home Phone</b>		<b>Business or Cell Phone</b>
<b>Have you ever applied for employment with us?</b> ____ Yes ____ No    If yes: Month and Year _____		
<b>Position Desired</b>		
<b>Apart from absence for religious observance, are you available for full time work?</b> ____ Yes ____ No    If not, what hours can you work?		
<b>Pay Expected</b>		
<b>Will you work overtime if asked?</b> ____ Yes ____ No  When will you be available to begin work?		

## Educational History

**High School Diploma or GED?** (please select one)

**YES**

**NO**

Please list all colleges/vocational/technical schools attended:

Type of School	School Name/Location	Years Completed	Degree Received
College or University			
College or University			
College or University			
Vocational or Technical			
Vocational or Technical			

## Special Skills, Training or Relevant Experience

What skills do you have that are related to the job for which you are applying?

---

---

List any other training, volunteer work, or relevant experience that would be of further assistance in evaluating your qualifications. Include dates and length of experience, etc.

---

---

What machines or equipment (including office equipment) can you operate that are related to the job for which you are applying?

---

---

What computer software can you operate and at what proficiency?

---

## Employment History

Please list accurate and complete information on previous job tasks, as your work experience is an important factor in evaluating your qualifications. Starting with the present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet, using the same format. You may attach a resume, but complete this as well.

\_\_\_\_\_  
 Last or Present Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

\_\_\_\_\_  
 Mailing Address (City, State, Zip): \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_  
 Brief description of job duties: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

\_\_\_\_\_  
 Dates Worked: From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

\_\_\_\_\_  
 Reason for leaving or seeking other employment: \_\_\_\_\_

\_\_\_\_\_  
 Previous employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

\_\_\_\_\_  
 Mailing Address (City, State, Zip): \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_  
 Brief description of job duties: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

\_\_\_\_\_  
 Dates Worked: From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

\_\_\_\_\_  
 Reason for leaving or seeking other employment: \_\_\_\_\_

\_\_\_\_\_  
 Previous employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

\_\_\_\_\_  
 Mailing Address (City, State, Zip): \_\_\_\_\_ Phone Number: \_\_\_\_\_

\_\_\_\_\_  
 Brief description of job duties: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

\_\_\_\_\_  
 Dates Worked: From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

\_\_\_\_\_  
 Reason for leaving or seeking other employment: \_\_\_\_\_

### **CDL**

For jobs requiring a valid Colorado Driver's License or Commercial Driver's License (CDL)

State	Class	Number	Expiration Date

Have you ever been convicted of any law violation (include whether you are currently subject to a deferred sentence) except a minor traffic violation? (please circle one)      YES      NO

If yes, give details:

(A conviction does not automatically disqualify you from employment, since the nature and date of the offense, the job for which you are applying, and other factors will be considered.)

## References

List three persons who are not related to you and who have definite knowledge of your business or professional qualifications for the position for which you are applying. Do not repeat names of supervisors listed under work history.

	Name	Phone Number	Type of Relationship
1.)	_____	_____	_____
2.)	_____	_____	_____
3.)	_____	_____	_____

### **Outside Activities**

(Exclude those indicating race, color, religion, sex, national origin, age or handicap.)

\_\_\_\_\_  
\_\_\_\_\_

### **AFFIDAVIT**

Please read and **initial** each paragraph below (if there is any part of this page you do not understand please call White River Electric before signing.)

\_\_\_\_\_I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment may be grounds for rejections of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_I authorize White River Electric to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and to contact my current and previous employers as indicated on page 3 of this application. I authorize any person, school, current and former employers, law enforcement authorities, and organizations named in this application and the supplement application, if required, to provide and release any information and opinions concerning my background, without giving me prior notice of such disclosure. I release such persons and organizations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_I understand that nothing contained in the application, or conveyed to me during any interview, which may be granted, is intended to create an employment contract, implied or explicit, between White River Electric and myself. In addition, I understand and agree that if I am employed; my employment relationship with White River Electric is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or White River Electric, and that no promises or representations contrary to the forgoing are binding on White River Electric unless made in writing and signed jointly by the appropriate official and myself.

\_\_\_\_\_I understand and agree that if hired, any future changes in titles, duties, compensation, working conditions, and or White River Electric benefits, policies and procedures will not alter our at-will agreement.

**My signature below certifies that I have read and understand the instructions, conditions and other information provided in this document.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date.