

Central Valley Electric Cooperative, Inc.
P.O. Box 230
Artesia, NM 88211-0230
Physical location: 1505 N. 13th St., Artesia, NM

APPLICATION FOR EMPLOYMENT

Date:

This application will be considered only for the vacant position for which you are applying. To be considered for other vacant positions, 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 your time in filling out this application for employment.

The Cooperative, in accordance with state and federal laws, does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. The Cooperative is also required by law, by virtue of its contract(s) with the federal government, to make affirmative action to employ women, minorities, otherwise qualified disabled individuals, and Vietnam Era and disabled veterans.

CENTRAL VALLEY ELECTRIC COOPERATIVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

PLEASE PRINT

Name

(Last)

(First)

(Middle)

Address

(Street)

(Telephone)

(City)

(State)

(Zip)

(Alternate Phone #)

You will be required to provide your social security number if called to interview.

Do you have the legal right to work in the United States?

How were you referred to the Cooperative?

Have you ever applied for a job with the Cooperative?

If Yes, when?

Have you ever worked at the Cooperative before?

If Yes, when?

Position for which you are applying (be specific)

You may request a position description for an **open** position. Please call (575) 746-3571 or visit the Cooperative or e-mail at hr@cvecoop.org to obtain that information from Human Resources.

Salary Expected _____ per

Are you at least 18 years of age?

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 (with or without reasonable accommodations)?

(The essential functions of a position are included on the position description).

If you are selected for employment, on what date can you start work?

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

List your membership in any professional or technical organizations that are related to the job requirements of the position for which you are applying. (Exclude those that may disclose your race, color, religion, sex, national origin, age, disability, veteran status, or union affiliations).

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

Are you available to work from 8 a.m. to 5 p.m. Monday thru Friday?

If not, what hours can you work?

Will you work overtime if asked?

Are you willing to work after hours call-out duty and on-call assignments?

Have you ever been convicted of a felony? If yes, please 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? If yes, please give details, including jurisdiction (state and county) where such conviction occurred.

EDUCATION

You may be asked to provide a transcript detailing your academic career.

	High School	College	Other	Courses Now Studying
School				
Address (City & State)				
Number of Years Attended				
Degree				
Major				

PROFESSIONAL AND MANAGERIAL APPLICANTS ONLY

List special training or noteworthy achievements.

CLERICAL AND SECRETARIAL APPLICANTS ONLY

Place a check mark for experience.

Word Processor	Switchboard	Date Process Entry
Handling Consumer Concerns	Proofreading	Typing WPM
Calculating Machine	Accounts Receivable, Payable, or Payroll	Personal Computer
Load Management Systems		

TRADES, CRAFTS, AND TECHNICAL APPLICANTS ONLY

Place a check mark for experience.

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

EMPLOYMENT RECORD (Most recent employer first)

Dates	Name & Address of Employer	Job Title & Brief Description of Duties	Salary	Exact Reason for Leaving
From: To:			From: To:	
	Phone	Supervisor		
From: To:			From: To:	
	Phone	Supervisor		
From: To:			From: To:	
	Phone	Supervisor		
From: To:			From: To:	
	Phone	Supervisor		
From: To:			From: To:	
	Phone	Supervisor		

Attach additional sheets if necessary.
Please attach resume to application

IMPORTANT! READ THIS:

CERTIFICATION

I CERTIFY THAT ALL INFORMATION PROVIDED IN SUPPORT OF MY EMPLOYMENT WITH THE COOPERATIVE, INCLUDING BUT NOT LIMITED TO THIS APPLICATION, RESUME, MEDICAL INFORMATION, AND INFORMATION PROVIDED BY ME DURING INTERVIEWS, IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF RELEVANT FACTS IN SEEKING EMPLOYMENT WILL RESULT IN MY DISQUALIFICATION FROM FURTHER CONSIDERATION OR MY DISMISSAL FROM EMPLOYMENT. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COOPERATIVE. I UNDERSTAND THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF THE COOPERATIVE OR MYSELF. 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 OR THE GENERAL MANAGER OF THE COOPERATIVE. I FURTHER UNDERSTAND THAT IF OFFERED EMPLOYMENT, I WILL BE REQUIRED TO TAKE A PHYSICAL EXAMINATION. SUCH EXAMINATION MAY INCLUDE BLOOD, BREATH, URINE, OR SALIVA TESTS TO DETERMINE THE PRESENCE OR USE OF ALCOHOL AND/OR ILLEGAL CONTROLLED SUBSTANCES.

Signature of Applicant

Date

FOR EMPLOYER'S USE ONLY

Interviewed By: _____

Date: _____

Comments: _____

