



**APPLICATION FOR EMPLOYMENT**  
 “An Equal Opportunity Employer”

We are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of Cache Valley Electric to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

To help us learn about your experience, abilities, and interests,  
 please complete this Application for Employment as thoroughly as possible.

**PERSONAL INFORMATION**

NAME: Please PRINT or TYPE		Home Telephone No.  (    )
ADDRESS: Street Number and Name, City, State, Zip Code	Number of years at present address?	Message/Business No.  (    )
PREVIOUS ADDRESS: Street Number and Name, City, State, Zip Code		Number of years at previous address?
Can you, after employment, submit verification of your legal right to work in the United States? YES    NO		
Are you over 18?                      If hired, do you have a reliable means of transportation to get to work? YES    NO                      YES    NO		
Have you ever been convicted of a felony? (Do not include marijuana-related convictions, which occurred more than two years prior to the date of this application.) YES    NO    If yes, please explain: _____ (A conviction will not necessarily disqualify you.)		
Are you able to perform all job-required tasks with or without an accommodation?    YES    NO		
Please describe below which tasks, if any, you will need an accommodation to perform, and explain what type of accommodation you will need:          		

## EMPLOYMENT DESIRED

Type of POSITION desired:	Date Available	Salary desired
Are you presently employed?    YES    NO    If yes, may we contact your present employer?    YES    NO		
Will you be able to work any job required schedule?    YES    NO If not, please describe how Cache Valley Electric could accommodate you:		
Have you ever <i>applied</i> at Cache Valley Electric before?  YES            NO    If yes, when?	Have you ever been <i>employed</i> by Cache Valley Electric before?  YES            NO	
How were you referred to Cache Valley Electric? Advertisement    Employee Referral    Walk-In    Agency    Other (please specify below)  _____ Name of Employee _____		

## EDUCATION AND TRAINING

SCHOOL NAME & LOCATION	Years attended	Graduate?	What Degree	Major Subject/Total Hours (if applicable)
	From                      To	(Yes/No)		
Elementary				
High School				
College/University				
College/University				
Highest Degree Earned (Circle one number only): 1. High School 2. Associate 3. Bachelor 4. Master 5. Doctorate				
Additional Education, Vocational and/or Professional Information such as special areas of research or study, seminars, etc. Please attach any written resume or other summary of information, which is relevant to the position for which you are applying. Please describe any foreign language skills below.				
Professional memberships, certificates or licenses held. (Exclude those indicating race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability or labor organization affiliations.) Supplement this information by written attachment if applicable.				
Typing  _____ WPM	Computer Skills, i.e. Lotus 1,2,3; Word Perfect, etc.:		Other machines requiring special skills:	

## U.S. Military Service Data

Branch
List Special Training or Skills:

## EMPLOYMENT DATA

PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST				PERSONNEL USE	
<b>Company Name</b>		Phone No. (    )	Dates of Employment		
Address (Include Street, City, State, Zip Code)			From (Mo/Yr)		To (Mo/Yr)
Job Title – Start	Job Title – Final	Base Rate of Pay			
Supervisor (Name & Title)		Start	Final		
Description of Job Duties					
Reason for Leaving					
<b>Company Name</b>		Phone No. (    )	Dates of Employment		
Address (Include Street, City, State, Zip Code)			From (Mo/Yr)		To (Mo/Yr)
Job Title - Start	Job Title – Final	Base Rate of Pay			
Supervisor (Name & Title)		Start	Final		
Description of Job Duties					
Reason for Leaving					
<b>Company Name</b>		Phone No. (    )	Dates of Employment		
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Job Title - Start	Job Title – Final	Base Rate of Pay			
Supervisor (Name & Title)		Start	Final		
Description of Job Duties					
Reason for Leaving					
<b>Company Name</b>		Phone No. (    )	Dates of Employment		
Address (Include Street, City, State, Zip Code)			From (Mo/Yr)	To (Mo/Yr)	
Job Title - Start	Job Title – Final	Base Rate of Pay			
Supervisor (Name & Title)		Start	Final		
Description of Job Duties					
Reason for Leaving					

## REFERENCE DATA

### PROFESSIONAL/WORK REFERENCES WE MAY CONTACT

Name	Address	Phone

### PRE-EMPLOYMENT CERTIFICATION

I understand that this application is only valid for the position applied for at present and that Cache Valley Electric is not obligated to read or consider this application for future openings.

\_\_\_\_\_  
Initial

I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize Cache Valley Electric to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience, releasing all parties from any liability arising therefrom.

\_\_\_\_\_  
Initial

If employed by Cache Valley Electric I will abide by Company policies and rules. I understand that I will be required to possess a current and valid driver's license if my position requires me to drive in the course of my work.

\_\_\_\_\_  
Initial

If I am offered employment, I understand and agree that I may be required to undergo a physical examination at Cache Valley Electric's expense and that my offer of employment may be conditioned by that examination. I agree to authorize release of all results or information obtained from such physical examinations.

\_\_\_\_\_  
Initial

I agree to submit to legally permissible drug and/or alcohol testing upon request by Cache Valley Electric. I recognize that the results or tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by Cache Valley Electric storage areas provided for me (locker, desk, etc) are open to investigation by the Company without prior notice to me.

\_\_\_\_\_  
Initial

If I am employed by Cache Valley Electric I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of the Company or myself. I understand that, other than the President of the Company no manager, supervisor or representative of the Company has authority to enter into any agreement for employment for any specific period of time, make any agreement contrary to the foregoing. Only the President of the Company has the authority to make any agreement contrary to foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and the Company.

\_\_\_\_\_  
Initial

**My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct.**

**My signature below also certifies that I agree to be bound by the terms and conditions stated in this application, including the arbitration provision set forth above. This application contains all the understandings and agreements between me and Cache Valley Electric concerning the nature of my employment, if any, by the Company and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and the Company. I understand and agree that, except as noted above, no person who is either an agent or employee of the Company may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions of employment set forth herein.**

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

\_\_\_\_\_  
Date of Application

**FOR EMPLOYMENT DEPT. USE ONLY**

\_\_\_\_\_  
Interviewer's Signature

\_\_\_\_\_  
Date



## Pre-Employment EEO Data Form

CONFIDENTIAL

Cache Valley Electric is a Government contractor subject to Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, as amended, and to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. The following will assist us in placing you in an appropriate position and in making accommodations as necessary.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit will be kept confidential except to government officials engaged in enforcing laws administered by the OFCCP or the Americans with Disabilities Act.

Last Name: _____	First: _____	MI: _____
Gender (Please circle):	Female	Male

### Race/Ethnic Group:

- African American
- Asian Pacific American
- Hispanic American
- Native American
- White/Caucasian
- Other (Please Indicate Race): \_\_\_\_\_