



**HEREFORD, TEXAS**

**806.364.1166**

**WWW.DEAFSMITH.COOP**

## APPLICATION FOR EMPLOYMENT

*An Equal Opportunity Employer*

This application will be considered active for a period of one hundred eighty (180) days and thereafter retired to an inactive file. You may renew this application by filing a new form. The following information is requested in order to help us make the best possible placement within the Cooperative and select the best qualified applicant. All portions of this application pertaining to you must be completed. The Cooperative, in accordance with State and Federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, physical or mental handicap or veteran's status.

### PLEASE PRINT

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

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street Telephone No

City State Zip Mobile No.

Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Birth \_\_\_\_\_

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

(if offered employment, you will be required to provide documentation to verify eligibility)

Are you related, by blood or marriage, to any existing employee of the Cooperative or to a present member of the Board of Directors? If yes, state name and relationship Yes No

Have you ever applied for a job with the Cooperative? If yes, when? Yes No

Have you ever worked at the Cooperative? Yes No

Position for which you are applying (be specific) \_\_\_\_\_

Salary expected \_\_\_\_\_ per \_\_\_\_\_

Can you work overtime? Yes No

Are you available for after hours call out duty and on-call assignments? Yes No

Are you at least eighteen years of age? Yes No

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, give details, including jurisdiction (state and county) where such conviction occurred. (A conviction record will not necessarily be a bar to employment, but will be considered in relation to specific job requirements.)

Have you ever been convicted of a power (electricity) theft or power diversion? \_\_\_\_\_ 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? \_\_\_\_\_  
This needs to be answered because all employees may be required to operate company vehicles.

Have you served in the U.S. Armed Forces? Yes                      No

If Yes: Branch of Service \_\_\_\_\_

Rank at Discharge \_\_\_\_\_

Date of Final Discharge \_\_\_\_\_

Are you able to perform the essential job functions of the position for which you are Yes                      No  
applying? If no, please indicate what special accommodations would need to be provided for  
you to do so.

\_\_\_\_\_

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

## EDUCATION

	School Name	City, State	Diploma?	
			Yes	No
High School				
Post-Secondary			Degree	Major or Field of Study
			Degree	Major or Field of Study
Other				

Courses Now Studying \_\_\_\_\_

### Attach additional sheets, if necessary

List any other training or special skills. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYMENT RECORD (most recent employer first)

Explain any gaps in work history: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged or asked to resign from a job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** DOT requires that employment for at least 3 years and/or commercial driving experience for past 10 years be shown)

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Dates (Month and Year): From \_\_\_\_\_ to \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Job Title and Brief Description of Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor \_\_\_\_\_

Salary: From \_\_\_\_\_ to \_\_\_\_\_

Exact Reason for Leaving: \_\_\_\_\_

May We Contact Them? \_\_\_\_\_

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Dates (Month and Year): From \_\_\_\_\_ to \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Job Title and Brief Description of Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor \_\_\_\_\_

Salary: From \_\_\_\_\_ to \_\_\_\_\_

Exact Reason for Leaving: \_\_\_\_\_

May We Contact Them? \_\_\_\_\_

-----  
Dates (Month and Year): From \_\_\_\_\_ to \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Job Title and Brief Description of Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor \_\_\_\_\_

Salary: From \_\_\_\_\_ to \_\_\_\_\_

Exact Reason for Leaving: \_\_\_\_\_

May We Contact Them? \_\_\_\_\_

**CLERICAL AND SECRETARIAL APPLICANTS ONLY**

Please fill in the appropriate response:

	None	Knowledge	Experience		None	Knowledge	Experience
Personal Computer				Shorthand (wpm)			
Switchboard				Calculator/Adding Machine			
Typing (wpm)				Data Process Entry			
Load Management Systems				Accounts Receivable			
Handling consumer complaints				Payables or Payroll			
Proofreading							

**TRADE, CRAFTS AND TECHNICAL APPLICANTS ONLY**

Please fill in the appropriate response:

	None	Knowledge	Experience		None	Knowledge	Experience
Warehousing				Electrical safety			
Computer inventory methods				Radio communication and operations			
Lay out work orders				Pole inspection			
Prepare work orders				Load management systems			
Basic electricity				Meter reading			
Tree trimming				Collecting consumer accounts			
Brush clearing				Handling consumer complaints			
Clearing machinery				Connecting and disconnecting meters			
Material control				Electrical mapping systems			
Perpetual inventory				Load switching			
Automotive maintenance				Substation construction			
Painting and bodywork on vehicles				Line construction			
Electric and gas welding				Transformer banks			
Drafting				Regulators, capacitors, breakers and switches			
Telephone systems				Hotline work, primary and secondary			
Computer Servers & Networks				Underground experience (primary and secondary)			
Backhoe, trencher, cable plow				Transit work, surveying and/or calculations			
Electronic test equipment				Blueprints, technical drawings			
Electrical hand tools							

**PROFESSIONAL AND MANAGERIAL APPLICANTS ONLY**

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

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(you need not disclose membership in Professional Organizations that may reveal information regarding race, color, creed, sex, religion, national origins, ancestry, age, disability, marital status, veteran status or any other protected status)



**FOR EMPLOYER'S USE ONLY**

Interviewed by \_\_\_\_\_

Date \_\_\_\_\_

Comments \_\_\_\_\_

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

**REFERENCE CHECK**

Employer	Person Contacted	Date	Results

**PERSONAL REFERENCE CHECK**

Person	Date	Comments

**ACTION**

NO ACTION \_\_\_\_\_  
INTERVIEWED – NO POSITION OFFERED \_\_\_\_\_  
POSITION OFFERED:  
DATE: \_\_\_\_\_  
POSITION: \_\_\_\_\_  
ACCEPTED: \_\_\_\_\_  
Date