



EMPLOYMENT APPLICATION

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 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.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") We appreciate the time you spend in filling in this application form.

Position Applying	Date	Name (Last, First, Middle)	Other names under which you have attended school or been employed
Street Address		City	State & Zip Code
Email Address	Home Phone	Work Phone	Cell Phone
Salary Expected		If you are selected for employment, what date can you start work?	
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever applied for a job with DREMC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what job title and when	
Have you ever been employed by DREMC?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving	
Are you related (by blood or marriage) to any current DREMC employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you	
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date. Please list all other states you have been issued a driver's license in the past.	
Apart from absence for religious observation, are you available for work from 8 a.m. to 5 p.m. Monday through Friday?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what hours can you work	
Will you work overtime if asked?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you willing to work after hours call-out duty and on-call assignments?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Can you perform the essential function of the job for which you are applying (with or without reasonable accommodations?)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Have you ever been convicted of a felony? <i>(Criminal convictions are not an absolute bar to employment. They will only be considered in relation to specific job requirements.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, give details, including jurisdiction (state and county) where such conviction occurred.
Have you ever been convicted of a power (electricity theft or power diversion)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, give details, including jurisdiction (state and county) where such conviction occurred.
How did you learn about this employment opportunity? Check all that apply: <input type="checkbox"/> Ad in the newspaper <input type="checkbox"/> Job Bulletin (Posting) /Walk-in Website <input type="checkbox"/> TN Dept of Labor/Workforce <input type="checkbox"/> Ad in magazine <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:		

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other credentials/licenses/professional affiliations, etc., which are relevant to the job(s) for which you are applying. <i>(Exclude those that may disclose your race, creed, color, religion, sex (including pregnancy), national origin, age, disability, veteran status, or union affiliations.)</i>					

WORK EXPERIENCE Please detail your work history for the past 10 years. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

Dates Employed (most recent position) From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

SKILLS Please list technical skills, clerical skills, trade skills, bi-lingual (list languages) etc., relevant to this position. Include relevant computer systems and software/network packages, of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

TRADES, CRAFTS, and TECHNICAL APPLICANTS ONLY Place one check for knowledge. Place two checks to experience.

Tree trimming	Underground experience, primary and secondary	Collecting consumer accounts
Brush clearing	Radio communication and operation	Handling consumer concerns
Clearing machinery	Pole inspection	Industrial maintenance/troubleshooting
Automotive maintenance	Load management system	Programmable logic controllers (PLC)
Painting and bodywork on vehicles	Line construction	Forklift operation
Basic electricity	Regulators, capacitors, breakers and switches	Electronics
Electrical hand tools	Electrical mapping systems	Warehousing
Electrical safety	Load switching	Computer inventory methods
Electric and gas welding	Substation construction	Lay out work orders
Hotline work, primary and secondary	Meter reading	Material control
Transformer banks	Connecting and disconnecting meters	Perpetual inventory

PROFESSIONAL AND MANAGERAL APPLICANTS ONLY: List special training or noteworthy achievements.

PERSONAL REFERENCES (Not Former Employers or Relatives):

Name & Occupation	Address	Phone

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION

I certify that this application was completed by me and all information provided in support of my employment with the Cooperative, including but not limited to this application, resume and information provided by me during interviews, is correct to the best of my knowledge, and I understand that misrepresentations or omission of relevant facts in seeking employment will result in my disqualification from further consideration or my dismissal from employment.

I authorize my previous employers to release any and all truthful, fair and unbiased information relating to my employment with them to DREMC. I further release and hold harmless my previous employers and DREMC from any and all liability that may potentially result from the release and/or use of such truthful, fair and unbiased information. I understand that any information released by my previous employers will be held in strictest confidence and that it will be viewed only by those involved in the hiring decision.

I agree to conform to the rules and regulations of the Cooperative, and I understand that 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 that no person is authorized to make any representation contrary to the above statement unless such representation is approved by the Board of Directors of the Cooperative and is embodied in a written agreement signed by the CEO of the Cooperative. I further understand that if offered employment, I will be required to take a physical examination and a drug test to determine the presence or use of alcohol or illegal controlled substances.

Applicant Signature: _____ Date: _____