

# Application for Employment

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

*It is the practice of Washington Electric Membership Corporation to accept Applications for Employment for existing vacancies only. You must submit a separate application for each position for which you desire to be considered. Complete information should be furnished in order that we may give you fair and appropriate consideration. As an Equal Opportunity Employer, it is the policy of Washington Electric Membership Corporation to afford employment opportunity to all individuals, regardless of race, color, religion, sex, national origin, handicap, disability, veteran status, or age.*

## POSITION INFORMATION

Position Applying For: \_\_\_\_\_

Have you ever applied for a job with Washington Electric Membership Corporation? If yes, please give position  
\_\_\_\_\_

Date Available for Work: \_\_\_\_\_

Have you ever been employed with Washington Electric Membership Corporation? If yes, provide termination date  
\_\_\_\_\_

## GENERAL INFORMATION

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_  
Business Phone: \_\_\_\_\_

If at the above address for less than 3 years, list below all residences for past three years:

Street City State Zip Code

Street City State Zip Code

Street City State Zip Code

If selected, can you furnish proof that you are at least 18 years of age and eligible to work in the United States? If "No", please explain (*If unsure of needed documentation required, we will explain the requirements*):  
\_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of, or pled guilty to, a felony or been released from prison in the past 10 years? If "Yes", please explain: \_\_\_\_\_

(Note: If "Yes", it does not automatically disqualify you from employment since the nature of the offense, date, and type of job you are applying will be considered.)

Are you related by blood or marriage to a Washington EMC director, employee, or immediate family of employee? If "Yes", please give name and relationship to person \_\_\_\_\_

Do you have any commitments to another employer that might affect your employment with our company?

**EDUCATION & TRAINING**

Name of School & Address	# of Years Completed	Diploma/Degree	Major Course of Study
High School _____ Address _____ _____			
College _____ Address _____ _____			
Trade School _____ Address _____ _____			
Graduate School _____ Address _____ _____			

Do you have all of the professional licenses and certifications listed in the job announcement, job advertisement, or job description, or that are necessary to perform the job for which you are applying? If "No", please explain \_\_\_\_\_

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

**EMPLOYMENT HISTORY**

(1)  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Date Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Wage/Salary \_\_\_\_\_

Position Title \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

(2)  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Date Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Wage/Salary \_\_\_\_\_

Position Title \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

(3)  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Date Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Wage/Salary \_\_\_\_\_

Position Title \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

(4)  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Date Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Wage/Salary \_\_\_\_\_

Position Title \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

(5)  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Date Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Wage/Salary \_\_\_\_\_

Position Title \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

**(1)**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
# Years Known \_\_\_\_\_

**(2)**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
# Years Known \_\_\_\_\_

**(3)**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
# Years Known \_\_\_\_\_

**(4)**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
# Years Known \_\_\_\_\_

Complete this section **ONLY** if you are applying for a position requiring a Commercial Driver's License (CDL).

**DRIVER EXPERIENCE & QUALIFICATION**

**Date of Birth** \_\_\_\_\_ The U.S. Department of Transportation requires that driver applicants state their date of birth. 391.21 (b) (2).

**Social Security Number** \_\_\_\_\_

**Physical History:**

The U.S. Department of Transportation requires that all driver applicants pass certain physical tests before they are hired to drive for a motor carrier. FMCSR 391 Subpart E.

Date of last Department of Transportation prescribed physical examination \_\_\_\_\_

Have you ever been granted a waiver under section 391.49 of the Federal Motor Carrier Safety Regulations pertaining to the loss of foot, leg, hand, or arm? \_\_\_\_\_

<b>LICENSES</b>				
<b>Driver's Licenses held in the past 3 years must be shown</b>	<b>State</b>	<b>License Number</b>	<b>Type</b>	<b>Expiration Date</b>

- A. Have you ever been denies a license, permit, or privilege to operate a motor vehicle? \_\_\_\_\_
- B. Has any license, permit, or privilege ever been suspended or revoked? \_\_\_\_\_
- C. Have you ever been disqualified for violations of Federal Motor Carrier Safety Regulations? \_\_\_\_\_

*If any of these answers is "Yes", please attach a statement giving details*

<b>DRIVING EXPERIENCE</b>				
<b>Class of Equipment</b>	<b>Type of Equipment</b>	<b>Dates</b>		<b>Approximate Total Miles</b>
		<b>From</b>	<b>To</b>	
Straight Truck				
Tractor & Semi-Trailer				
Twin Trailers				
Other				

List states operated in during last five years \_\_\_\_\_

List special courses or training that will help you as a driver \_\_\_\_\_

List safe driving awards held and who they were presented by \_\_\_\_\_

**ACCIDENT REVIEW FOR THE PAST 3 YEARS (Attach a separate sheet if needed)**

<b>Dates</b>	<b>Nature of Accident (Head on, Rear End, etc)</b>	<b>Fatalities</b>	<b>Injuries</b>

**TRAFFIC CONVICTIONS & FORFEITURES FOR THE PAST 3 YEARS, OTHER THAN PARKING VIOLATIONS**

<b>Location</b>	<b>Date</b>	<b>Charge</b>	<b>Penalty</b>

**Additional Information**

How did you hear about the job opening?

A) Newspaper (Please Name Newspaper) \_\_\_\_\_

B) Georgia DOL Website \_\_\_\_\_

C) Online (Please list website) \_\_\_\_\_

D) Social Media (Please list site) \_\_\_\_\_

E) Other (Please explain) \_\_\_\_\_

**TO BE READ AND SIGNED BY THE APPLICANT**

I hereby authorize Washington Electric Membership Corporation to investigate all statements claimed in this application. I understand that misrepresentation or omission of material facts will be cause for immediate dismissal without notice.

I understand that passing an employment entrance examination by Washington Electric Membership Corporation physician is required after employment has been offered to determine physical fitness as related to job requirements. The corporate physician is hereby authorized to discuss the results of the medical examination, as it relates to work activities, with the appropriate Washington Electric Membership Corporation personnel.

I certify, as a condition of employment, that this application was completed by me, that all entries on it and information in it are true and complete to the best of my knowledge, and that I will comply with all the rules and regulation of this corporation that are in effect now and any others that may be instituted at a later date. I also agree to follow all health and safety regulations including the use of safety equipment at all times on the job.

I also authorize the release of information with regard to my character, ability, employment, and habits and agree to hold any persons contacted harmless with respect to any information they may give.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview or in any policies, procedures, or handbooks that I might receive, is intended to provide an employment contract between Washington Electric Membership Corporation and myself. No promises regarding employment have been made to me, and I understand that no promise or guarantee is binding upon the Corporation. If an employment relationship is established, I understand that I have the right to terminate my employment at any times, for any reason, or for no reason, and that Washington Electric Membership Corporation retains a similar right regarding the discontinuation of my employment, subject to the full extent of the law.

I understand that my employment is conditioned also upon the results of an employment urine drug screen for which I submitted or will submit a specimen for testing. I realize that any positive result, not caused by the presence of a legitimately prescribed drug, will cause my being refused employment or dismissed if the results of the test are received after my initial employment date.

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

\_\_\_\_\_  
**Date**

**TO BE READ AND SIGNED BY THE APPLICANT**

I, \_\_\_\_\_, understand that if I receive an offer of employment from Washington Electric Membership Corporation that it will be contingent upon receipt of the results of a physical examination designed solely to determine my physical fitness to perform the duties of the position that I have been offered. Accordingly, I voluntarily consent to a physical examination conducted at the request of and paid for by Washington Electric Membership Corporation. I understand that I will receive a copy of the written examination and that I may also provide the examiner with additional information related to my ability to perform the positions duties. I understand that I may ask questions of the examiner and may also stop the examination at any time. I understand that if I fail to complete the examination or do not authorize the results to be released to Washington Electric Membership Corporation within two calendar weeks (14 days) of the date of the conditional job offer, the job offer will be withdrawn.

Agreed to by: \_\_\_\_\_ (Signature of Employee)

Employee's printed name: \_\_\_\_\_

Date: \_\_\_\_\_



**TO BE READ AND SIGNED BY THE APPLICANT**

I, \_\_\_\_\_(applicant name), do hereby agree to submit to testing to be performed by Drug & Alcohol Testing, 1825 Highland Avenue, Dublin, GA 31021, for detection of drugs and alcohol. I give permission for test results to be released to Washington Electric Membership Corporation. I understand that positive test results, refusal to be tested, or any attempt to affect the test results or test sample will result in withdrawal of my application for employment, withdrawal of any provisional employment offer I have received from Washington Electric Membership Corporation or termination of employment, depending on when results are received.

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

Witnessed by: \_\_\_\_\_ Date \_\_\_\_\_

**DISCLOSURE, CONSENT AND RELEASE FOR OBTAINING WORK HISTORY, CRIMINAL, DRIVING AND CONSUMER REPORT INFORMATION**

By my signature below, I authorize Washington EMC, acting on its own behalf, to request and obtain information — written, oral, or other — from any person, business, law enforcement and all other federal, state and local agencies; federal, state and local courts; motor vehicle records agencies, or any other organization bearing on my work history, criminal background, driving record, or history, general reputation, or personal characteristics. I further authorize any persons or entity to provide such information upon request by same. I understand that this investigation may include interviews with friends, acquaintances, or others who may have relevant information concerning me, and that this report will be used for hiring or employment purposes, including evaluating me for employment, promotion, reassignment, or retention as an employee of Washington EMC.

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Last Name	First Name	Middle Name
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Maiden Names/Other Last Names

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Date of Birth	Social Security Number	Driver's License Number
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Current Address

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City	State	Zip Code
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Additional Addresses in last 7 years. List most current first.

Address 1

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City	State	Zip Code
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Address 2

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City	State	Zip Code
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I understand and agree that Washington EMC, its employees or agents acting on its behalf, and any other person or business that requests or provides the above-requested information, shall not be held legally accountable in any way for requesting or providing same, and I hereby waive and release such persons or companies from any and all liability which may be incurred as a result of requesting or providing such information.

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Applicant/Employee Signature	Date
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**FOR OFFICE USE – TO BE COMPLETED BY VP, FINANCE & ADMINISTRATION**

**Hire**

Position Title \_\_\_\_\_ Department \_\_\_\_\_

Base Salary Offered \$ \_\_\_\_\_ Salary Grade \_\_\_\_\_

Justification \_\_\_\_\_

Date of Offer of Employment \_\_\_\_\_

**Interviewed - Reject**

Reason \_\_\_\_\_

Hiring Supervisor/Manager \_\_\_\_\_ Date \_\_\_\_\_

**Not interviewed**

Reason \_\_\_\_\_

Hiring Supervisor/Manager \_\_\_\_\_ Date \_\_\_\_\_

**Disposition**

**Employment Offered and Accepted**

Start Date \_\_\_\_\_

**Employment Offered and Declined**

Reason \_\_\_\_\_

**V.P., Finance & Administration** \_\_\_\_\_ **Date** \_\_\_\_\_

# Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020  
Page 1 of 2

## Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

## How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Today's Date

## Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020  
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### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

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<sup>i</sup> Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

## Voluntary Invitation to Applicants to Self-Identify

Washington EMC is an Equal Opportunity/Affirmative Action employer, and as a federal contractor, we are required to take affirmative action to employ and advance females, minorities, and protected veterans. To comply with these laws, we invite you to voluntarily self-identify your race/ethnicity, gender, and protected veteran status. Please complete the information below and return as instructed. Submission of this information is voluntary and will not, in any way, subject you to any adverse treatment. Responses will be kept confidential and will not be used in a manner that is inconsistent with any law.

<b>GENDER:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I choose not to disclose
<b>ETHNICITY:</b>	<input type="checkbox"/> Hispanic or Latino - all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> Not Hispanic or Latino - everyone who is not "Hispanic or Latino," as defined above. <input type="checkbox"/> I choose not to disclose.
<b>RACE:</b>	<p><b>If you selected "Hispanic or Latino," DO NOT complete this section. Otherwise, please check one:</b></p> <input type="checkbox"/> White (Not Hispanic or Latino): all persons having origins in any of the original people of Europe, North Africa, or the Middle East <input type="checkbox"/> Black or African American (Not Hispanic or Latino): All persons having origins in any of the black racial groups of Africa <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – any persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands <input type="checkbox"/> Asian (Not Hispanic or Latino) – all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam <input type="checkbox"/> American Indian or Alaskan Native (Not Hispanic or Latino) - all persons having origins in any of the original peoples of North or South America, and who maintain cultural identification through tribal affiliation or community attachment <input type="checkbox"/> Two or More Races (Not Hispanic or Latino) – all persons who identify with more than one of the above races <input type="checkbox"/> I choose not to disclose.
<b>VETERAN STATUS:</b>	<p>"Disabled Veteran" is defined as a (1) veteran of the U.S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs; or (2) a person who was discharged or released from active duty because of a service-connected disability.</p> <p>"Active Duty Wartime or Campaign Badge Veteran" means any veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.</p> <p>"Armed Forces Service Medal Veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded.</p> <p>"Recently Separated Veteran" is defined as any veteran discharged or released from active duty in the past three years.</p> <p>If you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below.</p> <input type="checkbox"/> I identify as one or more of the categories of protected veterans listed above. <input type="checkbox"/> I am not a protected veteran, or I choose not to disclose my protected veteran status.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_