

# Application for Employment

## Coweta - Fayette Electric Membership Corporation

807 Collinsworth Road  
Palmetto, Georgia 30268

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

It is the practice of Coweta - Fayette 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. Coweta - Fayette Electric Membership Corporation shall abide by the requirements of 41 CFR 60-1.4(a) 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discriminations against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

### 1. Position Information

Position applying for: \_\_\_\_\_

Have you ever applied for a job with Coweta - Fayette EMC?  Yes  No

If "Yes", please give the dates of application and the positions for which you applied. \_\_\_\_\_

State your name at that time, if different from present name. \_\_\_\_\_

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

Have you previously been employed with a Coweta - Fayette Electric Membership Corporation?:  Yes  No

If "Yes", what was your date of termination? \_\_\_\_\_

### 2. General Information

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

Address \_\_\_\_\_ Home Telephone Number \_\_\_\_\_  
Cellular Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the United States?  Yes  No

(If unsure of the documentation needed to prove eligibility to work in the United States, we will explain the legal requirements.) If "No", please explain: \_\_\_\_\_

Do you have a driver's license?  Yes  No During the past seven years, have you ever been denied a driver's license, or convicted of a moving traffic offense, including but not limited to: driving while intoxicated or reckless driving?  Yes  No If "Yes", please explain: \_\_\_\_\_

If hired, can you furnish proof that you are 18 years of age?  Yes  No

Have you been convicted of a felony or released from prison in the past 10 years?  Yes  No

Note: a "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, date and type of job for which you are applying will be considered. If "Yes", please explain: \_\_\_\_\_

Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or a dropping of the charge)?  Yes  No Note: A "Yes" answer will not automatically disqualify you from employment. If "Yes", please explain fully: \_\_\_\_\_

Are you related by blood or marriage to the immediate family of any present Coweta - Fayette EMC employee, Director, or Alternate Director, or the immediate family of a Director of an Electric Membership Corporation?  Yes  No Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

Yes  No If "Yes", please explain: \_\_\_\_\_

If hired, will you be able to work during the normal hours and days required for the position for which you are applying?  Yes  No If "No", please explain \_\_\_\_\_

### 3. Military Status

Do you have any experience from your military service that would be relevant to the job for which you are applying?  Yes  No If "Yes", please explain: \_\_\_\_\_

### 4. Education and Training

<b>High School</b>	Name _____ Address _____ Did you graduate? _____	<b>College</b>	Name _____ Address _____ Degree _____ Major _____ Minor _____
<b>Correspondence or Trade School</b>	Name _____ Address _____ Degree _____ Major _____ Minor _____	<b>Graduate School</b>	Name _____ Address _____ Degree _____ Major _____ Minor _____

Do you have all 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?  Yes  No If "No", please explain: \_\_\_\_\_

If applying for a clerical position, list any office machines which you can operate proficiently:  
 \_\_\_\_\_  
 Average typing speed \_\_\_\_\_ WPM      Average shorthand speed \_\_\_\_\_ WPM

### 5. Employment History (Begin with the most recent)

Company Name _____ Address _____ Phone _____ Supervisor _____	Employed from _____ to _____ Position Title _____ Duties _____ Salary Range or Hourly Rate \$ _____ Reason for leaving _____
Company Name _____ Address _____ Phone _____ Supervisor _____	Employed from _____ to _____ Position Title _____ Duties _____ Salary Range or Hourly Rate \$ _____ Reason for leaving _____

Company Name _____ Address _____ _____ Phone _____ Supervisor _____	Employed from _____ to _____ Position Title _____ Duties _____ _____ Salary Range or Hourly Rate \$ _____ Reason for leaving _____
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Company Name _____ Address _____ _____ Phone _____ Supervisor _____	Employed from _____ to _____ Position Title _____ Duties _____ _____ Salary Range or Hourly Rate \$ _____ Reason for leaving _____
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**6. Personal References**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Home Telephone Number \_\_\_\_\_  
 Business Telephone Number \_\_\_\_\_  
 Years Known \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Home Telephone Number \_\_\_\_\_  
 Business Telephone Number \_\_\_\_\_  
 Years Known \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Home Telephone Number \_\_\_\_\_  
 Business Telephone Number \_\_\_\_\_  
 Years Known \_\_\_\_\_

**7. Additional Comments**

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

## 8. To be Read and Signed by Applicant

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

I understand that passing a physical examination by the Coweta - Fayette Electric Membership Corporation physician is required to determine physical fitness as related to job requirements before being employed by Coweta-Fayette EMC. The corporate physician is hereby authorized to discuss the results of the medical examination, as it relates to work activities, with the appropriate Coweta - Fayette EMC personnel. I certify, as a condition of my employment, that all information given on this application is correct, and that I will comply with all the rules and regulations 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.

I understand that my employment is conditioned also upon the results of the 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 prescription drug will cause my being refused employment or dismissed if the results of the test are received after my initial employment date.

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

## To Be Completed by Hiring Manager and General Manager

HIRE

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

Department \_\_\_\_\_

Salary Grade \_\_\_\_\_

Base Salary Offered \$ \_\_\_\_\_ Compa-Ratio \_\_\_\_\_

Justification \_\_\_\_\_

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

REJECT

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

Date \_\_\_\_\_

### DISPOSITION

Employment Offered and Accepted    Start Date \_\_\_\_\_

Employment Offered and Declined    Justification \_\_\_\_\_

General Manager \_\_\_\_\_

Date \_\_\_\_\_