

## **EMPLOYMENT APPLICATION INSTRUCTIONS TO APPLICANTS**

1. You may apply for any position currently open for recruitment by filing this application with the Personnel Department.
2. YOU MUST FILE AN OFFICIAL MOON LAKE ELECTRIC APPLICATION FOR EACH AND ALL POSITIONS IN ORDER TO BE CONSIDERED FOR EMPLOYMENT. Applications must be received by the deadline specified in the recruitment announcement. If more space is needed, attach an addendum using the same application format. Resumes may be submitted as an attachment but will not be accepted in lieu of the application. Applications which include wording such as "see resume" will not be accepted. False statements, evidence of fraud or deceit in connection with this application will disqualify you from examination or appointment, and if discovered after employment are grounds for discharge. This application and all attached documents are official records of Moon Lake Electric and cannot be returned.
3. Your completed application will be used to determine your eligibility for the position for which you are applying. Your application will be accepted or rejected based on the minimum qualifications specified in the recruitment announcement.
4. Moon Lake Electric employees hired on or after November 7, 1986: Federal law now requires supervisors/employers to review documents verifying your identity and eligibility to work in the United States, and complete Form 1-9 (Employment Eligibility Verification). The Personnel Department will be requesting you to provide this documentation. Moon Lake Electric would be in violation of the law if the documents are not reviewed and Form 1-9 completed.
5. Your application will not be rejected because of your race, color, national origin, religion, sex, age, or disability, except as legally required and indicated on the vacancy notice.
6. No person shall be disqualified for employment solely because of prior conviction for a crime. However, a person may be denied employment if the prior criminal conviction is directly related to the position of employment sought.
7. You must keep the Personnel Department advised in writing of all changes that could affect your availability for employment, such as change of name, change of address, additional education or additional work experience, or if you no longer desire employment with Moon Lake Electric. When submitting supplemental information, you must identify the job title being referenced.
8. If you are invited to a hiring interview, it is your responsibility to provide the selecting official with additional documents (resume, transcripts, etc.) as requested.
9. If you desire further information regarding Moon Lake Electric employment, application, examination, classification, or pay, you should contact the Personnel Department.

*Thank you for completing this application form and for your interest in employment with us. We would like to assure you that all applicants for employment will be considered and hired on the basis of merit, without regard to race, color, religion, sex, age, handicap, national origin, or veteran status.*

**Moon Lake Electric Association, Inc.  
800 W. U.S. Hwy 40  
P.O. Box 278  
Roosevelt, UT 84066**

Moon Lake Electric Association, Inc.  
An Equal Opportunity Employer



# Application For Employment

This Application  
Must Be In  
Your Own  
Handwriting.

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, color, national origin, religion, age, sex, disability, or any other factor prohibited by law or regulation.

(PLEASE PRINT)

Position(s) Applied For		Date of Application		
Last Name		First Name		Middle Name
Address	Street	City	State	Zip Code
Telephone Number(s) :				
Home ( ) _____ Work ( ) _____ (Optional)				

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes  No

Are you currently employed?

Yes  No

May we contact your present employer?

Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes  No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? \_\_\_\_\_

Are you available to work?  Full Time  Part Time  Temporary

Have you ever had any job-related training in the United States military?

Yes  No

If Yes, please describe \_\_\_\_\_

Are you able to perform the duties of the job for which you are applying with or without an accommodation?

Yes  No

Do you have a valid driver's license?

Yes  No

If requested, would you be willing to take a drug/alcohol screening exam before and/or after employment as a condition of employment?

Yes  No

If related, by blood or marriage, to any present employee or director of Moon Lake Electric, please state: \_\_\_\_\_

# References

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status.

<b>1.</b> Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
<b>2.</b> Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
<b>3.</b> Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

# Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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# Education and Training

	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

## Applicant's Agreement *(Read carefully before signing)*

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may result in rejection of my application or, if employed, may result in subsequent dismissal.

Thereby authorize any former employer, person, school, firm, or corporation listed hereon, including Moon Lake Electric, to answer any and all questions related to employment and agree to release from liability and hold all persons harmless for giving any and all truthful information within their knowledge or records.

I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time by either myself or Moon Lake Electric. I understand that no one other than the General Manager/CEO has authority to enter into any employment agreement to the contrary.

I agree to take a job-related physical examination or a drug/alcohol test when requested as a condition of employment. I agree to comply with all rules of Moon Lake Electric as a condition of employment.

In the event Moon Lake Electric advances me money or other things of value, I agree to repay Moon Lake Electric and also that any amount still owing may be deducted from my final paycheck.

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

\_\_\_\_\_  
Date

**EQUAL EMPLOYMENT-AFFIRMATIVE ACTION APPLICANT DATA**  
**(Completion is Voluntary)**

MOON LAKE ELECTRIC ASSOCIATION, INC. (Moon Lake) is an EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER. It is the policy of Moon Lake to afford equal employment opportunity to all qualified persons regardless of race, color, religion, age, sex, national origin, veteran status, or handicap. The information requested below is used for the purpose of collecting information that Moon Lake uses in aggregate form for analyzing, monitoring, and reporting on its equal opportunity and affirmative action efforts, including reports to the federal government under Executive Order 11246. This information will not affect our decision to hire or not hire you. This form will not be maintained in your application or personnel file, and will not be seen or considered by the person(s) deciding whether or not to hire you or by any person in the chain of command for the position for which you are applying.

Name \_\_\_\_\_

County of Residence \_\_\_\_\_ Application Date \_\_\_\_\_

Job Applied for: \_\_\_\_\_ New Hire? \_\_\_\_\_ Internal Applicant? \_\_\_\_\_

Are you a Vietnam Era Veteran (at least 180 days active duty, any part of which occurred between August 5, 1964, and May 7, 1975, and released or discharged with OTHER than dishonorable discharge)? \_\_\_\_\_ Yes  
\_\_\_\_\_ No

Are you a disabled veteran? \_\_\_\_\_ Yes \_\_\_\_\_ No\*

Are you an individual with a handicap as defined in the Invitation To Identify (obtainable from receptionist)?  
\_\_\_\_\_ Yes \_\_\_\_\_ No\*

Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

Referral Source:

Race/National Origin:

\_\_\_\_\_ White, not of Hispanic Origin

\_\_\_\_\_ Black, not of Hispanic Origin

\_\_\_\_\_ Hispanic

\_\_\_\_\_ Asian or Pacific Islander

(including persons of Indian Subcontinent)

\_\_\_\_\_ American Indian or Alaskan Native

\_\_\_\_\_ Employment Security Commission

\_\_\_\_\_ Walk-in

\_\_\_\_\_ Vocational Rehabilitation Service

\_\_\_\_\_ Educational/Technical Institution

\_\_\_\_\_ Personnel Agency

\_\_\_\_\_ Executive Recruiter

\_\_\_\_\_ Newspaper/Journal Ad

(indicate which publication)

\_\_\_\_\_ Internal Posting

\_\_\_\_\_ Other (specify)

\* Please read the Invitation To Identify form attached to this Application form. It describes what conditions are considered handicaps and explains which veterans are covered. Then, if you wish to have your handicap or disabled veteran status considered as part of your application for employment so that we can make reasonable accommodations for you (and/or consider you for our affirmative action program), please complete a self-identification form, which you can obtain from the receptionist. If you do not wish to have your handicap or disabled veteran status considered with your application for employment, you should still answer the questions on this form concerning handicap or disability. Your answers on this form will not be considered in our hiring decision, but will only be used as described above.

**(To Be Separated By Personnel Department Only)**