

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.

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

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