Moon Lake Electric Association, Inc.

PO Box 278
Roosevelt, Utah 84066

Employment Application

Moon Lake Electric Association, Inc.

*Moon Lake Electric places great emphasis on customer service, teamwork, problem solving and innovation. We look for people who exemplify these qualities and are willing to work hard for our membership.*

*Moon Lake Electric Association, Inc. is an equal opportunity employer.*

Applicant Name

Today's Date
Personal Information (Please Print Clearly)

Last Name
First Name
Middle Name
Street Address
City State Zip Code
Previous address if less than 5 years at current address
Home Phone Work Phone
Cell E-Mail

I understand that upon employment, proof of legal right to work in the United States and completion of I-9 form will be required.

Are you eligible to work for any United States employer at this time? Yes No

Have you ever been convicted of a felony? Yes No If yes explain

Do you have a valid driver’s license? Yes No License # Expires

Can you travel if the position requires travel? Yes No

If you have ever worked under or earned degrees under another name, please list below:

Last Name First Name Middle Name

Position Desired

Position seeking?

How did you learn of this position?

Date available?

Are you able to perform the essential functions of this position? Yes No

If not, what accommodations would make it possible for you to perform this job?

Have you previously been employed by MOON LAKE ELECTRIC ASSOCIATION or another electric cooperative? Yes No

If yes, indicate position, department, and dates:

Do you have any relatives employed at MOON LAKE ELECTRIC ASSOCIATION? Yes No

If Yes, who?

MOON LAKE ELECTRIC ASSOCIATION is an equal opportunity employer and recruits, advertises, employs, promotes, transfers, disciplines, and discharges without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, or veteran status.
### Education and Training

**Indicate Last Level of Education Completed**

<table>
<thead>
<tr>
<th>Type of Education</th>
<th>Name and Location (City, State, Country)</th>
<th>GPA</th>
<th>Did you graduate?</th>
<th>Major and Minor</th>
<th>Degree Earned</th>
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<td>High School</td>
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<td>College or University</td>
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<td>Graduate School</td>
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**Employment History** *(Please Print Clearly)*

**MUST BE COMPLETED EVEN IF ATTACHING A RESUME.**

List your last three employers with the most recent first.
If you are currently employed, may we contact your employer?  
☐ Yes  ☐ No

<table>
<thead>
<tr>
<th>Current / Previous Employer</th>
<th>Dates Employed—From  Month/Year  To  Month/Year</th>
<th>Starting Salary</th>
<th>Ending Salary</th>
<th>Contact’s Phone Number</th>
<th>Address</th>
<th>Supervisor’s Name</th>
<th>Supervisor’s Job Title</th>
<th>Your Job Title</th>
<th>Your Duties</th>
<th>Reason for leaving</th>
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**Occupational or professional certifications and licenses**

__________________________________________________________

**Computer skills (software programs, hardware, operating systems)**

__________________________________________________________

**Other skills or experience that are pertinent to the job applied for**

__________________________________________________________

__________________________________________________________

__________________________________________________________
Previous Employer

Dates Employed—From ____________________________ To ____________________________

Starting Salary ____________________________ Ending Salary ____________________________

Contact’s Phone Number ____________________________ Address ____________________________

Supervisor’s Name ____________________________ Supervisor’s Job Title ____________________________

Your Job Title ____________________________ Your Duties ____________________________

Reason for leaving ____________________________

Previous Employer: ____________________________

Dates Employed—From ____________________________ To ____________________________

Starting Salary ____________________________ Ending Salary ____________________________

Contact’s Phone Number ____________________________ Address ____________________________

Supervisor’s Name ____________________________ Supervisor’s Job Title ____________________________

Your Job Title ____________________________ Your Duties ____________________________

Reason for leaving ____________________________

Professional References (Please list only references that we may contact at this time)

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<tr>
<th>Name</th>
<th>Title</th>
<th>Company</th>
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<td>Work</td>
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|      |       |         | Home         |
|      |       |         | Work         |

|      |       |         | Home         |
|      |       |         | Work         |

Affidavit

Nonbinding Application and Interview Process: I understand that this application will be reviewed, but nothing in this application or any other documents or in the employment evaluation process shall be construed as either an offer or contract of employment or an obligation on the part of MLEA to provide any benefit to me.

I hereby declare that my statements on this application and on my resume or documents provided by me to MOON LAKE ELECTRIC ASSOCIATION, INC., are true and correct to the best of my knowledge. I acknowledge and agree that providing any false information may result in a decision not to hire me, or if hired, may result in the termination of my employment. I also authorize investigation of these statements. This investigation may include employment history; reasons for leaving previous employers, criminal record, credit record, driving record, social security number investigation, and degree/certificate verification. I hereby release MOON LAKE ELECTRIC ASSOCIATION, INC. from all liability for any damages resulting from the information obtained. This application shall be considered active for a period of time not to exceed 180 days.

APPLICANTS SIGNATURE ____________________________