
HEART OF TEXAS ELECTRIC COOPERATIVE, INC. APPLICANT INSTRUCTIONS

Thank you for your interest in employment with our Company. We appreciate your application and look forward to the possibility of you joining our team. This sheet is for your information; please read it carefully.

If you need any assistance or accommodation to complete this form or during any of the application process, please notify the person who gave you this form and every effort will be made to provide you with the help you request.

Please print all information so it can be easily read. Be certain that all questions are **completely** answered. Incomplete applications will not be considered. Use the abbreviation "N/A" if a particular provision or section in the form is not applicable to you.

This application form is intended for use in evaluating your qualifications for employment. This is not a contract for employment. False or misleading information given in this form or during the interviewing process are grounds for terminating the application process or, if discovered after employment, for terminating employment. A background check and/or consumer report may be requested by the Company.

Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, and work experience. Credentials and experience will be verified through schools, former employers, and any other applicable sources. As an Equal Opportunity Employer, we make decisions to hire and promote without regard to race, color, sex (including pregnancy, childbirth, or related medical conditions; sexual orientation; gender identity, gender expression), marital status, religion, national origin or ancestry, age, physical or mental disability, genetic information, veteran or military status, parental status, citizenship status, level of income, or any other status protected by local, state, and federal laws.

You should understand that the position for which you are applying is considered at-will, which means that either you or the company can terminate employment for any reason or no reason at any time. No one except the company president has the authority to amend this agreement.

Our business is a subscriber to Workers' Compensation of Texas.

We appreciate your interest.

I have read and understood the above information.

Signature of Applicant: _____ Date: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

(Please Print)

Position Desired: _____ Date: _____

Name (Last): _____ (First): _____ (Middle): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email: _____

Have you ever worked for **Heart of Texas Electric Cooperative, Inc.**? ☐ Yes ☐ No

If so, when? _____

How did you learn about us?

☐ Advertisement ☐ Friend ☐ Walk-In ☐ Relative ☐ Other: _____

Please list the names of any relatives or friends employed by **Heart of Texas Electric Cooperative, Inc.** _____

Are you over 18 years of age? ☐ Yes ☐ No

Did you receive a copy of the job description for the position? ☐ Yes ☐ No

Are you physically or otherwise unable to perform the duties of the job for which you are applying? ☐ Yes ☐ No

If yes, please describe (*answering is voluntary and any answers will be kept confidential*). _____

Are you currently employed? ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Proof of identity and work authorization will be required upon employment.

On what date would you be available for work? _____

Availability: ☐ Full-Time ☐ Part-Time ☐ Shift Work ☐ Temporary

Do you have reliable transportation? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Additional relevant information: _____

EDUCATION

HIGH SCHOOL:

Name: _____ City/State: _____

Did you graduate? ☐ Yes ☐ No Degree: _____

COLLEGE:

Name: _____ City/State: _____

Did you graduate? ☐ Yes ☐ No Degree/Major: _____

OTHER:

Name: _____ City/State: _____

Did you graduate? ☐ Yes ☐ No Degree/Major: _____

Current Certifications/Licenses Held: _____

EMPLOYMENT HISTORY

(last 10 years-attach additional sheets if necessary)

Start with your present or last job. You may also include any activities which you believe demonstrate your qualifications for the position applied. "See Resume" is not acceptable.

CURRENT OR MOST RECENT EMPLOYER:

Name: _____ Address: _____

Telephone: _____ Supervisor: _____

Position: _____ Dates of Employment: _____ to _____

Reason for Leaving: _____

Duties: _____

May we contact your current or most recent employer for a reference? ☐ Yes ☐ No

NEXT PREVIOUS EMPLOYER:

Name: _____ Address: _____

Telephone: _____ Supervisor: _____

Position: _____ Dates of Employment: _____ to _____

Reason for Leaving: _____

Duties: _____

May we contact your previous employer for a reference? ☐ Yes ☐ No

NEXT PREVIOUS EMPLOYER:

Name: _____ Address: _____

Telephone: _____ Supervisor: _____

Position: _____ Dates of Employment: _____ to _____

Reason for Leaving: _____

Duties: _____

May we contact your previous employer for a reference? ☐ Yes ☐ No

Complete the following information only if applying for a position that requires use of a vehicle while conducting company business. If hired, your information will be verified with a Motor Vehicle Report.

Do you have a valid driver's license? ☐ YES ☐ NO

REFERENCES

Name only those persons who are familiar with your work capabilities. Do not list relatives.

Name: _____ Phone: _____

Company: _____ Relationship: _____

Position: _____ Years Known: _____

Name: _____ Phone: _____

Company: _____ Relationship: _____

Position: _____ Years Known: _____

Name: _____ Phone: _____

Company: _____ Relationship: _____

Position: _____ Years Known: _____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that I may be required to successfully complete a pre-employment physical examination conducted by a company-authorized physician and that I may be required to successfully pass a pre-employment drug/alcohol screening after I accept a conditional offer of employment.

Applicant Printed Name

Signature

Date