



APPLICATION FOR EMPLOYMENT

Oregon Trail Electric Cooperative (OTEC) is an equal opportunity employer. Conditions of employment and how to apply are stated at the end of this form. Please read carefully before you sign this application.

PERSONAL	
Last Name	First Middle Date
Street address	Primary telephone
City, State, Zip	E-mail address
Are you authorized to work in the U.S.? YES NO	Are you age 18 or over? YES NO

EMPLOYMENT INFORMATION	
Position(s) applied for: (be specific):	
Please check schedule availability: I am available and desire to work FULL-TIME and do not have restrictions on my hours and days. I am available and desire to work PART-TIME (Less than 30 hours a week.) Date available:	
Referral Source:	Other:
Have you been previously employed by OTEC? Yes No Title: _____	Yes, give dates: _____ to _____ Why did you leave? _____
Can you travel if required by job? Yes No	Do you have a valid driver's license? Yes No
Are you able to perform the essential functions of the position applied for? Yes No	
OTEC will provide reasonable accommodation to enable an employee to perform the essential functions of his/her job if such accommodation does not create an undue hardship for OTEC.	

EDUCATION						
School	Name and Location of School	Course of Study	No. Years Completed	Did you Graduate?		Degree or Diploma
Graduate				Yes		
				No		
College				Yes		
				No		
Trade/ Technical				Yes		
				No		
High School				Yes		
				No		

SUPPLEMENTAL INFORMATION (Indicate special training or skills such as equipment, tools, machinery or operation, office equipment, typing or shorthand speeds, languages, etc.)

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EMPLOYMENT (Please give accurate, complete employment record. Start with your present or most recent employer.)

1	Company Name	Telephone Number
	Supervisor Name	May we contact this employer?
	Job Title	Dates Employed (MMYY) To
	Job Duties	Currently Employed?
Reason for Leaving		

2	Company Name	Telephone Number
	Supervisor Name	May we contact this employer?
	Job Title	Dates Employed (MMYY) To
	Job Duties	Reason for Leaving

3	Company Name	Telephone Number
	Supervisor Name	May we contact this employer?
	Job Title	Dates Employed (MMYY) To
	Job Duties	Reason for Leaving

PERSONAL AND BUSINESS REFERENCES (Not related to you and not previous employers.)

Name	Occupation
Relationship	Telephone

Name	Occupation
Relationship	Telephone
Name	Occupation
Relationship	Telephone

As an applicant for employment with OTEC it is important that you are aware that it is our desire, to maintain a drug- and alcohol-free work place. If hired, you may be required to undergo a physical examination, which will include controlled substance (drugs) and alcohol screenings.

If you are hired by OTEC, the Immigration Reform and Control Act (IRCA) requires you to provide documents establishing your identity and your authorization to work in the U.S. within three days of your date of hire.

WAIVER, CERTIFICATION AND AUTHORIZATION

As a condition of, and in consideration of, processing my application for employment with OTEC, I agree that if I am employed by OTEC, OTEC may, at its discretion, require me to submit to a drug and alcohol screenings at any time while on the job during my employment. I further agree that a screening indicating the presence of a prohibited substance will constitute grounds for denial of employment, or if the procedure is administered following my employment by OTEC, the presence of any such substance will be sufficient cause for termination of employment with OTEC, as will be refusal on my part to submit to such examination when requested by OTEC. I further agree and consent to the release of all medical test results to the management of OTEC and expressly consent to the use of such information by OTEC to the extent necessary to establish a claim or defense in any controversy between OTEC and me. I hereby certify by my signature below that I have read and fully understand the terms of this waiver.

I certify, by my signature below, that all answers and responses given herein are true and complete to the best of my knowledge and authorize investigation of all answers and responses as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in this application, in any resume I may submit, or during an interview(s) may result in discharge from employment. In consideration of employment, I agree to conform to all OTEC rules and regulations as made known to me at time of employment and as may be promulgated from time to time thereafter and further understand that this application is not, nor intended to be, a contract of employment and my employment can be terminated, with or without cause and with or without notice, at any time, at the option of either OTEC or myself. I understand that no employee or representative of OTEC, other than the General Manager, has any authority to enter any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I authorize OTEC to obtain a motor vehicle record listing any driving violations and accidents during the past five years and to review my motor vehicle record on a regular basis thereafter while employed by OTEC.

I authorize the investigation of all matters which OTEC deems relevant to my qualifications for employment, including all statements contained in this application, and I release and hold harmless from all liability any persons or employers, their agents and employers, and any individuals connected with them, supplying such information and I also release and hold harmless OTEC from all liability which might result from making the investigation.

APPLICANT SIGNATURE _____ DATE _____

Return application with cover letter and resume to Human Resources, PO Box 226, Baker City, OR 97814 or email to Careers@otecc.com

NOTE: This application is not valid for employment consideration unless properly completed and signed.
This application is not valid after 90 days.