

**CARTERET CRAVEN ELECTRIC COOPERATIVE**  
**PO BOX 1490, 1300 HIGHWAY 24**  
**Newport, NC 28570-1490**  
**APPLICATION FOR EMPLOYMENT**

Date of Application: \_\_\_\_\_

It is the practice of Carteret-Craven Electric Cooperative to accept Applications for Employment for existing vacancies only. You must submit a separate application for each position for which you desire to be considered. The application must be completed for us to consider you for employment. As an Equal Opportunity Employer, it is the policy of Carteret-Craven Electric Cooperative to afford equal employment opportunity to all individuals, regardless of race, color, religion, sex, national origin, age, disability, or status as a Vietnam Era, special disabled, or other covered veteran.

**1. Position Information**

Position applying for \_\_\_\_\_

Have you ever applied for a job with Carteret-Craven Electric Cooperative?     Yes     No

If "Yes," please give the dates of application and the positions for which you applied.

Have you previously been employed with Carteret-Craven Electric Cooperative?     Yes     No

If "Yes," what was your date of termination? \_\_\_\_\_

**2. General Information**

Name: \_\_\_\_\_  
Last    First    Middle

Address: \_\_\_\_\_    Home Phone Number: \_\_\_\_\_  
 \_\_\_\_\_    Business Phone Number: \_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the United States?     Yes     No

(If unsure of the documentation needed to prove eligibility to work in the United States, we will explain the legal requirements.) If "No", please explain: \_\_\_\_\_

When would you be available for work? \_\_\_\_\_

If hired, can you furnish proof that you are at least 18 years of age?     Yes     No

Have you been convicted of a felony or released from prison in the past 10 years?     Yes     No

Note: A "Yes" answer does not automatically disqualify you from employment since the nature of the offense, date and type of job for which you are applying will be considered. If "Yes," please explain:

Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or a dropping of the charge)?     Yes     No

Note: A "Yes" answer will not automatically disqualify you from employment. If "Yes," please explain fully:

**An Equal Opportunity Affirmative Action Employer/M/F/V/D**

Are you related by "blood" or marriage to any present Carteret-Craven Electric Cooperative Employee or Director?  Yes  No If "Yes," please explain: \_\_\_\_\_

If hired, will you be able to work during the normal hours and days required for the position for which you are applying?  Yes  No If "No," please explain: \_\_\_\_\_

**3. Military Status**

Do you have any experience from your military service that would be relevant to the job for which you are applying?  Yes  No If "Yes," please explain: \_\_\_\_\_

**4. Education & Training**

<b>High School</b>	Name: _____ Address: _____ Did you graduate? _____ Graduation Date: _____	<b>College</b>	Name: _____ Address: _____ Did you graduate? _____ Graduation Date: _____
<b>Trade School or Other Certified School</b>	Name: _____ Address: _____ Did you graduate? _____ Graduation Date: _____	<b>Graduate School</b>	Name: _____ Address: _____ Did you graduate? _____ Graduation Date: _____

Do you have the professional licenses and certifications listed in the job announcement, job advertisement, or job description, or that are necessary to perform the job for which you are applying?  Yes  No  
 If "No," please explain:

**5. Employment History**

<b>Company Name:</b> _____ <b>Address:</b> _____  <b>Phone:</b> _____ <b>Supervisor</b> _____	<b>Employed From:</b> _____ <b>to</b> _____ <b>Position Title:</b> _____ <b>Duties:</b> _____  <b>Wages/Salary Range:</b> _____ <b>Reason for Leaving:</b> _____   
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<p><b>Company Name:</b> _____</p> <p><b>Address:</b> _____</p> <p>_____</p> <p><b>Phone:</b> _____</p> <p><b>Supervisor</b> _____</p>	<p><b>Employed From:</b> _____ to _____</p> <p><b>Position Title:</b> _____</p> <p><b>Duties:</b> _____</p> <p>_____</p> <p><b>Wages/Salary Range:</b> _____</p> <p><b>Reason for Leaving:</b> _____</p> <p>_____</p> <p>_____</p>
<p><b>Company Name:</b> _____</p> <p><b>Address:</b> _____</p> <p>_____</p> <p><b>Phone:</b> _____</p> <p><b>Supervisor</b> _____</p>	<p><b>Employed From:</b> _____ to _____</p> <p><b>Position Title:</b> _____</p> <p><b>Duties:</b> _____</p> <p>_____</p> <p><b>Wages/Salary Range:</b> _____</p> <p><b>Reason for Leaving:</b> _____</p> <p>_____</p> <p>_____</p>

**6. Personal References**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Years Known: \_\_\_\_\_

**7. Additional Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Clerical and Secretarial Applicants Only**

Place 1 (one) check for knowledge. Place 2 (two) checks for experience.

Word Processing		Proofreading		Typing, <b>WPM</b>	
Handling Customer Concerns		Accounts Payable/Receivable		Cashiering	
Calculating Machine		Payroll		Personal Computer	
Microsoft Word and Excel		Data Process Entry		Call Centers	

**Trades, Crafts and Technical Applicants Only**

Place 1 (one) check for knowledge. Place 2 (two) checks for experience.

Warehousing		Radio Communication and Operation	
Computer Inventory Method		Pole Inspection	
Lay Out Work Orders		Load Management Systems	
Prepare Work Orders		Meter Reading	
Basic Electricity		Collecting Consumer Accounts	
Forestry Tree Trimming		Handling Consumer Accounts	
Forestry Brush Clearing		Connecting and Disconnecting Meters	
Forestry Clearing Machinery		Electrical Mapping Systems	
Material Control		Load Switching	
Perpetual Inventory		Line Construction	
Automotive Maintenance		Transformer Banks	
Painting and Bodywork on Vehicles		Regulators, Capacitators, Breakers, and Switches	
Electric and Gas Welding		Hotline Work, Primary and Secondary	
Electrical Hand tools		Underground Experience (Primary and/or Secondary)	
Electrical Safety		Personal Computer	

**Professional Managerial Applicants Only**

List special job-related training. Please attach your resume.

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**Professional Managerial Applicants Only**

I hereby authorize Carteret-Craven Electric Cooperative to investigate all statements contained in this application. I understand that misrepresentation or omission of material facts will be a cause for immediate dismissal without notice.

I understand that passing an employment entrance examination by the Carteret-Craven Electric Cooperative physician is required after employment has been offered to determine physical fitness as related to job requirements. The corporate physician is hereby authorized to discuss the results of the medical examination, as it relates to work activities, with the appropriate Carteret-Craven personnel. I certify, as a condition of my employment, that all information given on this application is correct, and that I will comply with all the rules and regulations of this corporation that are in effect now and any others that may be instituted at a later date. I also agree to follow all health and safety regulations including the use of safety equipment at all times on the job.

I also authorize the release of information with regard to my behaviors, ability, employment and character and agree to hold any persons contacted harmless with respect to any information they may give.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview or in any policies, procedures or handbooks that I might receive, is intended to provide an employment contract between Carteret-Craven Electric Cooperative and myself. No promises regarding employment have been made to me, and I understand that I have the right to terminate my employment at any time, for any reason or for no reason, and Carteret-Craven Electric Cooperative retains a similar right regarding the discontinuation of my employment, subject to the full extent of the law.

I understand that my employment is conditioned also upon the results of an employment entrance urine drug screen for which I submitted or will submit a specimen for testing. I realize that any positive result not caused by the presence of a legitimately prescribed prescription drug will cause my being refused employment or dismissed if the results of the test are received after my initial employment date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To Be Completed by Hiring Manager and Human Resources Personnel**

**HIRE**

Position Title: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Salary Grade or Hourly Rate: \_\_\_\_\_

Base Salary/Hourly Rate Offered: \$ \_\_\_\_\_

Justification: \_\_\_\_\_ Date of Offer: \_\_\_\_\_

**REJECT**

Hiring Supervisor/Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**DISPOSITION**

Employment Offer Accepted

Employment Offer Declined

Human Resources Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_