

APPLICATION FOR EMPLOYMENT ELECTRIC

PRE-EMPLOYMENT
QUESTIONNAIRE
AN EQUAL
OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

NAME (LAST NAME FIRST)			SOCIAL SECURITY NO.	
PRESENT ADDRESS	APT. NO.	CITY	STATE	ZIP
PERMANENT ADDRESS	APT. NO.	CITY	STATE	ZIP
ARE YOU 18 YEARS OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	PHONE			

LAST

DESIRED EMPLOYMENT

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?
EVER WORKED FOR THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE?	WHEN?
REASON FOR LEAVING		
NAME OF LAST SUPERVISOR AT THIS COMPANY		
WHO REFERRED YOU TO THIS COMPANY? <input type="checkbox"/> EMPLOYMENT AGENCY <input type="checkbox"/> NEWSPAPER ADVERTISING <input type="checkbox"/> FRIEND		
<input type="checkbox"/> STATE EMPLOYMENT OFFICE <input type="checkbox"/> COLLEGE PLACEMENT SERVICE <input type="checkbox"/> WALK IN <input type="checkbox"/> OTHER		

FIRST

MIDDLE

EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK
SPECIAL TRAINING
SPECIAL SKILLS

FORMER EMPLOYERS

LIST BELOW LAST THREE EMPLOYERS, STARTING WITH THE MOST RECENT

NAME OF PRESENT OR LAST EMPLOYER			
ADDRESS		CITY	STATE ZIP
STARTING DATE	LEAVING DATE	JOB TITLE	
WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR?	<input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER			
ADDRESS		CITY	STATE ZIP
STARTING DATE	LEAVING DATE	JOB TITLE	
WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR?	<input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER			
ADDRESS		CITY	STATE ZIP
STARTING DATE	LEAVING DATE	JOB TITLE	
WEEKLY STARTING SALARY	WEEKLY FINAL SALARY	MAY WE CONTACT YOUR SUPERVISOR?	<input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

REFERENCES

BELOW, GIVE THE NAMES OF THREE PERSONS YOU ARE NOT RELATED TO, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

SERVICE RECORD

BRANCH OF SERVICE	DISCHARGE DATE RANK

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 5 YEARS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IF YES, EXPLAIN. (WILL NOT NECESSARILY EXCLUDE YOU FROM CONSIDERATION)		

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE COMPANY FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE."

DATE

SIGNATURE

DO NOT WRITE ON THIS PAGE FOR INTERVIEWER'S USE ONLY

INTERVIEWED BY	DATE
COMMENTS	

INTERVIEWED BY	DATE
COMMENTS	

INTERVIEWED BY	DATE
COMMENTS	

HIRED (DATE) FOR DEPT.	FOR POSITION	
SALARY WAGES	WILL REPORT	
APPROVED 1	EMPLOYMENT MANAGER	DATE
APPROVED 2	DEPARTMENT MANAGER	DATE
APPROVED 3	GENERAL MANAGER	DATE

Interviewer: The additional information that may be necessary to complete an applicant's record can be obtained after hiring, during a POST HIRING INTERVIEW. TOPS Form No. 3287 Employee's Record File contains a section for this purpose, while also serving as a means for up-to-date recording of employment status changes and for holding all employment forms.

This application for employment is sold only for general use throughout the United States. TOPS assumes no responsibility and hereby disclaims any liability for the inclusion in this form of any questions or requests for information upon which a violation of local, state and/or federal law may be based. It is the user's responsibility to ensure that this form's use complies with applicable laws, which change from time to time.

KIT CARSON ELECTRIC COOPERATIVE, INC.

Board of Trustees Policy

Subject: Kit Carson Electric Cooperative Policy — Anti-Nepotism		Policy No.: 3.5
Original Issue:	Last Revised:12-28-95	Last Reviewed:3-26-02 Page 1 of 2

1. OBJECTIVES:

- A. To state the policy of the Cooperative on the employment of close relatives of members of the Board of Trustees and of existing employees of the Cooperative.
- B. To mitigate the potential adverse influences of family relationships and to make employment available to as many different families as possible in view of the public service nature of the Cooperative's business.
- C. To allow the Cooperative to employ and retain the most qualified person for a position except where to do so would conflict with this Policy.

2. POLICY:

- A. No person who is a "Close Relative" of a Trustee or of an employee of the Cooperative shall be eligible to be hired by the Cooperative for any position except that of a part-time meter reader.
- B. An employee shall not lose eligibility to continue in the employment of the Cooperative if he or she becomes a Close Relative of a Trustee or an employee because of a marriage or adoption to which he or she was not a party.
- C. No employee of the Cooperative may supervise a Close Relative who is an employee or an independent contractor of the Cooperative.
- D. No employee of the Cooperative shall influence a Close Relative's work assignment, salary, promotion or discipline.
- E. No employee of the Cooperative shall work in the same department or on the same crew with a Close Relative.

 President	Date: March 26, 2002
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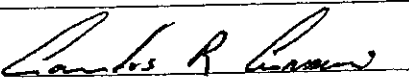
Subject: Kit Carson Electric Cooperative Policy — Anti-Nepotism			Policy No.: 3.5
Original Issue:	Last Revised:12-28-95	Last Reviewed:3-26-02	Page 2 of 2

3. DEFINITIONS:

- A. Close Relative: A Close Relative is an individual who is, either by blood, law or marriage, defined as a half, step, foster, and adoptive relation, a spouse, child, grandchild, parent, brother or sister or in-law of a Trustee or employee.
- B. Spouse: The term spouse shall include persons who are not legally married, but are living together as if they were married.

4. RESPONSIBILITY:

The Chief Executive Officer or his designee will enforce this policy in all employment conditions.

 , President	Date: March 26, 2002
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ACKNOWLEDGEMENT AND RECEIPT OF NEPOTISM POLICY

No person who is a “close relative” of a member of the Board of Trustees shall be eligible to be hired by Kit Carson Electric for any position except that of a part-time meter reader. This policy does not apply if the employee was already employed by Kit Carson Electric at the time his or her close relative became a member of the Board of Trustees.

No employee of Kit Carson Electric may supervise a close relative who is an employee or an independent contractor of Kit Carson Electric. No Employee may hold a position in which he or she has influence over a close relative’s hiring, work assignment, salary, promotion or discipline. Close relatives may not work in the same department or on the same crew.

If two employees become close relatives and consequently violate one of the provisions of this policy, Kit Carson Electric will make a good faith effort to find a new position for one of the employees. If no such position is available, one of the employees will be required to terminate his or her employment. The determination as to which employee is to be reassigned or terminated is within management’s sole discretion.

A close relative is a spouse, child, grandchild, parent, grandparent or sibling, by blood or by law. Spouse includes people who are not legally married, but are living together as if they were married.

I acknowledge that I have received a copy of the Kit Carson Electric Policy on Nepotism, that I have read the policy and that I am not a close relative of a member of the Board of Trustees or of existing employees of Kit Carson Electric as the term close relative is defined in the policy.

Date

Signed