

# Big Country Electric Cooperative, Inc.

Attention Sylvia Lomas, Human Resources Administrator  
PO BOX 518 | 1010 West South First Street  
Roby, Texas 79543-0518  
Phone: 325.776.3815 | Fax: 866.540.5719  
Completed applications can be emailed to: [hr@bigcountry.coop](mailto:hr@bigcountry.coop)



**This application will be considered active for a period of ninety (90) days and thereafter retired to an inactive file. You may renew this application by filing a new form. We appreciate the time you spend in filling in this application form. All applicants should read the following notices very carefully. If you do not understand anything stated below, please ask the Human Resources Administrator for an explanation. By submitting your application, you will be deemed to have understood and agreed to the following:**

**All questions must be answered truthfully:** This application form is intended for use in evaluating your qualifications for employment. You are required to give accurate and complete responses to the questions. Regardless of whether made in filling out this application or at any time in the hiring process, any false, misleading or incomplete statements or responses are grounds for rejection of your application or, if discovered after you have been hired, grounds for your immediate termination.

**Equal Employment Opportunity:** Big Country Electric Cooperative (BCEC), in accordance with State and Federal laws, does not discriminate on the basis of age, race, religion, color, gender, national origin, physical or mental handicap or veteran's status, disability, except where a reasonable, bona fide occupation qualification exists. The Cooperative also is required by law, by virtue of its contract(s) with the federal government, to take affirmative action to employ women, minorities, otherwise qualified handicapped individuals and Vietnam era and disabled veterans. Offers of employment are conditioned on the applicant passing a pre-employment medical examination to determine if the applicant can perform the essential functions of their job, with or without reasonable accommodation.

**At-will status of all employees:** This application form is not an employment contract, and neither is any other document you may be given in the hiring process or later, if you are hired. If you are hired, your employment at all times will be employment at-will, which means that either you or BCEC has the right to terminate your employment at any time, with or without cause, and with or without notice.

Nothing in this application, or in any prior or subsequent oral or written statements, is intended to create a contract for employment for any specified period. No one other than the General Manager has any authority to enter into any agreement contrary to the forgoing and such would have to be in writing signed by the General Manager.

**Drug testing:** Big Country Electric Cooperative's policy requires testing for the presence of drugs and alcohol in your body prior to employment. Any applicant will be required to pass a pre-employment drug screen, and if hired, you will be subject to BCEC's drug and alcohol testing policy during employment. This policy provides that drug and alcohol testing may be done for reasonable cause, suspicion, on a random basis, after any accident, or as determined by BCEC. As a condition of being considered for employment, you hereby agree and consent to be tested for drugs and alcohol. By accepting any offer of employment, you agree and consent to be tested for drugs and alcohol during your employment pursuant to BCEC's policy as a condition of employment.



**Big Country Electric  
Cooperative, Inc.**

Your Touchstone Energy® Partner  
*The power of human connections®*

## Application for Employment

Big Country Electric Cooperative, Inc.  
PO BOX 518  
1010 West South First Street  
Roby, TX 79543-0518  
328.776.3815 - - Fax: 866.540.5719

**Big Country Electric Cooperative, Inc. dedicates itself to the improvement of its members' lifestyle and the economic environment of its service area.**

**The Cooperative is committed to providing safe, reliable electric service at the lowest practical cost and to meeting the changing needs of its membership with a well-trained, quality work force and with the use of sound business practices.**

### Applicant Information

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

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street, City, State and Zip Code)

Daytime #: \_\_\_\_\_ Evening #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Full-Time  Summer  (Check all that apply)

Date Available: \_\_\_\_\_ Are you currently employed? Yes  No

Are you over 18-years of age? Yes  No

What is your minimum salary requirement? \_\_\_\_\_

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

Can you, after employment, submit proof of U.S. Citizenship? Yes  No

Have you ever applied for a position with us? Yes  No

If "yes", when: \_\_\_\_\_

Have you ever been employed by us? Yes  No

Are you related by marriage, birth or otherwise to any manager, director or employee of Big Country Electric Cooperative, Inc.?      Yes    No

If "yes", please tell us the name of your relative and relationship. \_\_\_\_\_  
\_\_\_\_\_

Do you have a valid driver's license?   Yes    No

Do you have a valid Commercial Driver's License (CDL)?      Yes    No

Can you travel if the position requires travel?      Yes    No

Have you ever been convicted of, or pleaded guilty or "no contest" to, any crime (other than a minor traffic violation) and/or received deferred adjudication?      Yes    No

(An affirmative response will not automatically disqualify you from being considered for employment.)  
If "yes", please explain  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been dismissed or forced to resign from any employment?      Yes    No   
(An affirmative response will not automatically disqualify you from being considered for employment.)

Are you subject to any restrictions which could prevent you from accepting a job with BCEC, such as a non-compete or non-solicitation agreement with your previous employer?      Yes    No

Do you require any accommodation to perform the essential functions of the job you are applying for?  
Yes    No

If "yes", please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any languages (other than English) you:

Speak Fluently \_\_\_\_\_  
Read Fluently \_\_\_\_\_  
Write Fluently \_\_\_\_\_

May we contact your employer?      Yes    No

### Military Service

Were you in the U.S. Armed Forces? Yes <input type="checkbox"/> No <input type="checkbox"/>	Dates of duty: From ____/____/____ To ____/____/____ Rank at Separation: _____ _____	Branch: _____ Briefly describe your duties: _____ _____
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### Special Employment Notice to Disabled Veterans, Vietnam Era Veterans and individuals with physical or mental handicaps:

Electric Cooperatives are subject to Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, which requires that we take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires this Cooperative to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job in a proper and safe manner. **This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.**

**If you wish to be identified, please sign below.**

Handicapped Individual

Disabled Veteran

Vietnam Era Veteran

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Employment History

Please give a complete record of your employment, including period of unemployment, if any. Begin with your most recent employment and work back in time. You may attach supplementary sheet, if additional space is needed.

**Please complete this section even if your resume is attached.**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address, City, State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Supervisors Name & Phone Number: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address, City, State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Supervisors Name & Phone Number: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment History Continued:**

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address, City, State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Supervisors Name & Phone Number: \_\_\_\_\_

Duties: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**References**

Include only individuals familiar with your work ability. DO NOT INCLUDE RELATIVES. You may include BCEC Employees, but you must have at least one reference that is not affiliated with BCEC.

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

Telephone No.: \_\_\_\_\_ Time Known: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Time Known: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Time Known: \_\_\_\_\_

## Education and Training History

Schools Attended	Name, City, State	Degree Major/ Course Study	Number of Years Completed	Diploma/ Degree
High School				
Business School				
College/University				
Graduate School				
Trade School				
Training				

List any other education, training, special skills or certificates/licenses that you have related to this job:

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Please describe your interest in Big Country Electric Cooperative and the skills and aptitudes that you feel qualify you for the position in which you are applying.

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**Trades, Crafts and Technical Applicants ONLY**

Place a one (1) in the square for knowledge and a two (2) for experience.

Warehousing	Electrical Tools	
Computer Inventory Methods	Electrical Safety	
Lay Out Work Orders	Radio Communication & Operation	
Prepare Work Orders	Pole Inspection	
Basic Electricity	Load Management System (SCADA)	
Tree Trimming	Automatic Meter Reading (AMR)	
Brush Clearing	Collecting Consumer Accounts	
Machinery Used for Clearing Brush	Handling Consumer Concerns	
Material Control	Connecting & Disconnecting Meters	
Perpetual Inventory	Electronic Mapping Systems	
Automotive Maintenance	Load Switching	
Electric and Gas Welding	Substation Construction	
Regulators, Capacitors, Breakers & Switches	Line Construction	
Underground Experience (Primary and/or Secondary)	Transformer Banks	
	Hotline Work, Primary & Secondary	

**Business Technology Experience**

Place a one (1) in the square for knowledge and a two (2) for experience.

10 Key Calculator by Touch	
Keyboard – WPM _____	
Operator Console/Receptionist	
Microsoft Power Point	
Microsoft Word	
Microsoft Excel	
Handling Consumer Complaints	
Proofreading	
Scanner/Copier	
Accounts Receivable, Payable or Payroll	
*Job Experience with Computers	

\*List Software in Previous Job Positions:

\_\_\_\_\_

\_\_\_\_\_



## Experience and Qualifications - Driver

Do you have more than one driver's licenses? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please complete the following:

State	License No.	Type	Expiration Date

Do you have experience with any of the following? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please complete the following:

Class of Equipment	Type of Equipment (Van, Tank, Flat, Etc.)	Date From	Dates To	Approx. No. of Miles (Total)
Straight Truck				
Tractor & Semi-Trailer				
Tractor-Two Trailers				
Other				

Have you ever been involved in an auto accident? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please complete the following:

Dates	Nature of Accident (HEADED-ON, REAR-END, UPSET, ETC.)	Fatalities	Injuries
Most Recent Accident			
Next Previous			
Next Previous			

Traffic convictions and forfeitures for the past 3-years (other than parking violations).

Location	Date	Charge	Penalty

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date of Application