

Big Country Electric Cooperative, Inc.

Attention Human Resources Department
PO BOX 518 | 1010 West South First Street
Roby, Texas 79543-0518
Phone: 325.776.2244 | Fax: 325.776.2246

Completed applications can be emailed to: 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.
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Roby, TX 79543-0518
Phone: 325.776.2244 | Fax: 325.776.2246

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:

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.

Trades, Crafts and Technical Applicants ONLY

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

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

Business Technology Experience

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

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

*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