



INFORMATION FOR EMPLOYMENT APPLICANTS

Pend Oreille Public Utility District (PUD) accepts employment applications for current and future position openings. Your application will be retained for a twelve (12) month time period (beginning as of the date stated on your application). Your credentials will be reviewed against open positions for which you've expressed interest on the application form. There is no need to re-apply for the same type of vacancy within the 12-month time period. You may also view any current openings at the District's website: www.popud.com.

Information provided on the application is subject to verification. Individuals being actively considered for employment will be required to sign a form that authorizes a complete investigation of his or her background; including, past results from DOT mandatory drug and alcohol testing, a criminal background check, verification of past employment and education, professional work references, etc.

Offers of employment for selected positions, pursuant to State and Federal law, are also conditioned upon the satisfactory completion of pre-employment drug testing, as well as a medical examination performed by a qualified health professional. A failed drug test, or medical exam results that demonstrate an inability to perform the essential functions of the job (with or without accommodation), will result in the revocation of the offer of employment. Evidence of substitution, alteration or dilution of test samples is equivalent to a failed drug test.

Some positions require possession of a valid Commercial Driver's License (CDL), a valid state driver's license, and/or other professional licensing.

Some Pend Oreille PUD employees are represented by a labor organization, IBEW Local #77, 77 Angus Square, Kennewick, WA.

Thank you for expressing an interest in employment with Pend Oreille PUD. We appreciate your interest in helping us to continue to provide excellent service to our customers.

**We are an Equal Opportunity Employer
Women, Minorities, Veterans and Disabled Persons are Encouraged to Apply.**



PUBLIC UTILITY DISTRICT NO. 1 OF PEND OREILLE COUNTY

130 N. Washington

P.O. Box 190

Newport, WA 99156

(509) 447-3137

Application For Employment

Pend Oreille PUD is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws. Applicants needing a disability accommodation to complete the application or selection process must contact Human Resources.

(PLEASE PRINT IN INK)

Position(s) Applied For:		Date of Application:	
Last Name		First Name	Middle Name
Address		City	State Zip Code
Telephone Number: ()		Alternate Number: ()	
How Did You Hear About Us?			
<input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Employment Agency <input type="checkbox"/> Recruiter <input type="checkbox"/> Utility Industry Publication <input type="checkbox"/> Current Employee-(name) _____			
<input type="checkbox"/> Union <input type="checkbox"/> Job Fair <input type="checkbox"/> Tech School/College Placement <input type="checkbox"/> Temporary Service <input type="checkbox"/> State Employment Service <input type="checkbox"/> Other _____			

Please Check ONE

Are you legally eligible to work in the United States?

(Proof of eligibility will be required upon offer of employment.)

Yes No

Are you at least 18 years of age? *(If no, you may be required to provide a work authorization.)*

Yes No

Can you, with or without reasonable accommodation, perform the essential functions of this job?

(If you have any questions about the essential functions of the job, please ask the Human Resource representative before answering this question. You will be provided with a job description as part of the interview process.)

Yes No

Have you ever applied to Pend Oreille PUD before? *(If yes, please give date.)* _____

Yes No

Have you ever worked for Pend Oreille PUD before? *(If yes, please give dates.)*
From: _____ To: _____

Yes No

Have you been convicted of a felony in the past 10 years?

(A conviction will not necessarily disqualify you from consideration.)

If yes, please explain: _____

Yes No

Do you have a valid Washington State driver's license?

(Required for driving positions only) Please list any special endorsements: _____

Yes No

Have you been convicted of any moving violations in the past five years?

(Required for driving positions only)

Yes No

If yes, please explain: _____

Is anyone related to you employed by Pend Oreille PUD?

Yes No

If yes, please give their name and relationship to you. _____

Have you ever been fired, asked to resign from a job, or accepted a resignation in lieu of termination?

Yes No

If yes, please explain: _____

What is the minimum salary or rate of pay you expect to receive if employed? _____ Per _____

What is the earliest date you would be available to work? _____

EDUCATION

	Name and Location of School	Course of Study or Major	# of Years Attended	Diploma/ Degree Received?
High School				Y <input type="checkbox"/> N <input type="checkbox"/>
College				Y <input type="checkbox"/> N <input type="checkbox"/>
Graduate				Y <input type="checkbox"/> N <input type="checkbox"/>
Vocational				Y <input type="checkbox"/> N <input type="checkbox"/>

Please list any academic honors, scholarships, extracurricular activities, etc. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

Describe any specialized training, apprenticeships, licenses or skills you have received/earned:

Have you received any training in the United States military that is specifically related to the position(s) for which you are applying? Yes No

Please give dates and explanation:

EMPLOYMENT HISTORY

(Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at PEND OREILLE PUD.)

Company:	Employment Dates:	To	Salary:
Address:			Phone:
Name/Title of Supervisor:			
Position Title:	Duties:		
Reason for leaving:			

Company:	Employment Dates:	To	Salary:
Address:			Phone:
Name/Title of Supervisor:			
Position Title:	Duties:		
Reason for leaving:			

Company:	Employment Dates:	to	Salary:
Address:			Phone:
Name/Title of Supervisor:			
Position Title:	Duties:		
Reason for leaving:			

Please provide any other information that you feel will help us in considering your application for employment:

REFERENCES

(Please list three persons, who are not related to you and are not previous supervisors, who can provide a professional reference.)

Name	Address	Phone Number	Relationship/ Occupation	Years Known

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in these documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery, including after hire.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by PEND OREILLE COUNTY PUBLIC UTILITY DISTRICT (hereinafter referred to as "PEND OREILLE PUD"), such employment is "at-will", except for those positions covered by a valid collective bargaining agreement. "At-will" means that employment with PEND OREILLE PUD is for no specified duration and may be terminated by either PEND OREILLE PUD or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, and statements of PEND OREILLE PUD or its representatives used during the employment process and/or for the duration of employment is deemed a contract of employment (real or implied). I understand that no representative of PEND OREILLE PUD except the General Manager has the authority to enter into an agreement contrary to the foregoing statements, and that any such agreements must be made in writing and signed by the General Manager of PEND OREILLE PUD to be valid. I understand some employees are covered by a collective bargaining agreement with the International Brotherhood of Electrical Workers (IBEW), Local No. 77.

In consideration for employment with PEND OREILLE PUD, if employed, I agree to comply with the current and amended rules, regulations, policies and procedures of PEND OREILLE PUD at all times and understand that such compliance is a condition of employment. I understand that due to the nature of PEND OREILLE PUD's business, attendance and punctuality are considered essential requirements of work at PEND OREILLE PUD and that poor attendance or tardiness may result in disciplinary action.

I understand that if offered a position with PEND OREILLE PUD, I may be required to submit to a pre-employment drug screen and a medical examination performed by a qualified health professional (for selected positions, pursuant to State and Federal law). I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of a drug screen or medical examination may result in the withdrawal of any employment offer or termination of employment if already employed.

I understand that a comprehensive background investigation may be conducted as part of the employment process. I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to PEND OREILLE PUD and/or any of its representatives, agents or vendors, and I release all parties involved from any and all liability for any and all damage that may result from providing such information. I understand that all offers of employment are contingent upon the District's satisfaction with the results of the background investigation.

I understand that this application is considered current for twelve (12) months for the position specified on this application. If I wish to be considered for employment after this time period I must complete and submit a new application.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Print Name _____ Signature _____ Date _____

Name and number of person completing this form if other than applicant:

Print Name _____ Signature _____ Phone Number _____ Date _____

PEND OREILLE PUD IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

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Voluntary Self-Identification Form

Government agencies may require reporting on the status of applicants. This data will not be used in the selection process and will be kept confidential (separate from the application form). Submission of such data is voluntary; choosing not to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Name: _____ Date: _____

Sex: Male Female

Position Applied For: _____

Race/Ethnicity:

American Indian or Alaskan Native - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American - A person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Hispanic or Latino (All races) - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Hispanic or Latino (White race only) - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

Hispanic or Latino (all other races) - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

For Human Resources: **Race missing or unknown** - Applies to applicants only when a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

Veteran: Yes No

Please identify where you learned about an employment opportunity with Pend Oreille PUD

- ____ Newspaper ad
- ____ Employee referral
- ____ Recruiter
- ____ Utility industry publication
- ____ Union
- ____ Employment Agency

- ____ Tech School/College Placement
- ____ Temporary service
- ____ State Employment Service
- ____ Job Fair
- ____ Other: _____

