

# APPLICATION FOR EMPLOYMENT

San Miguel Power Association

P.O. Box 817 Nucla, CO 81424

970-864-7311 fax 970-864-7257

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(Please Print)

Position(s) applied for	Date of application
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How did you learn about us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
	Zip Code	
Telephone Number(s)	Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your current employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?  Yes  No  
*(Proof of citizenship or immigration status will be required upon employment)*

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No  
*(Conviction will not necessarily disqualify application from employment)*

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

# EDUCATION

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	Name and Address of school	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills, and Extra-curricular activities.

Describe any job-related training received in the United States military.

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# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

**1.**

Employer		Dates Employed From                  To		Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting                  Final		
Job Title	Supervisor			
Reason for leaving				

**2.**

Employer		Dates Employed From                  To		Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting                  Final		
Job Title	Supervisor			
Reason for leaving				

**3.**

Employer		Dates Employed From                  To		Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting                  Final		
Job Title	Supervisor			
Reason for leaving				

**4.**

Employer		Dates Employed From                  To		Work Performed
Address				
Telephone Number(s)		Hourly Rate/Salary Starting                  Final		
Job Title	Supervisor			
Reason for leaving				

If you need additional space, please continue on a separate sheet of paper.

**List professional, trade, business, or civic activities and offices held.**

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.


# ADDITIONAL INFORMATION

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**Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.


**Specialized Skills**

**Check Skills/Equipment Operated**

__ CRT	__ Fax	<b>Production/Mobile Machinery (list)</b>	<b>Other (list)</b>
__ PC	__ Microsoft Office	_____	_____
__ Calculator	__ PBX System	_____	_____
__ Typewriter		_____	_____
		_____	_____

**State any additional information you feel may be helpful to us in considering your application.**


**Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

\_\_\_ YES \_\_\_ NO

**REFERENCES**

1.	_____ ( ) _____	Phone #
	(Name)	
	Address	
2.	_____ ( ) _____	Phone #
	(Name)	
	Address	
3.	_____ ( ) _____	Phone #
	(Name)	
	Address	