



Date: \_\_\_\_\_

# Employment Application

Check one: I am applying for a job at:  Blue Ridge Electric Membership Corporation  
 Blue Ridge Energies, LLC

1. Vacancy for which you are applying \_\_\_\_\_

2. Your name \_\_\_\_\_  
First Middle Last

3. Your present address \_\_\_\_\_  
No. Street City State Zip Code

4. Your (residential) Telephone Number \_\_\_\_\_ Other (business) Telephone Number \_\_\_\_\_  
Where you can be reached

5. Are you at least 18 years old?  Yes  No *\*Please see note on last page.*

6. Are you related, directly or through marriage, however remotely, to any present employee of Blue Ridge Electric Membership Corporation or Blue Ridge Energies, or to any member of the Board of Directors of Blue Ridge Electric Membership Corporation? *\*\*\*Please see note on last page.*

Yes  No If yes, to whom are you related, and how? \_\_\_\_\_

7. Do you have the legal right to work in the United States?  Yes  No

8. Can you perform the essential functions of the job for which you are applying?  Yes  No

9. Have you ever been convicted of a crime or violation other than a minor traffic violation? *\*\*\*Please see note on last page.*  Yes  No

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

### Notice to Applicants of Equal Employment Opportunity

All applicants for employment with Blue Ridge Electric Membership Corporation and its subsidiaries are considered and hired on the basis of qualifications, merit, and ability to perform essential job functions; and without regard to race, religion, color, sex, age, national origin, or disability.

The employment practices of Blue Ridge Electric ensure equal treatment for all employees without discrimination in rates of pay or other terms and conditions of employment, including opportunities for advancement, because of the employee's race, religion, color, sex, age, national origin, or disability.

You may request any accommodation or assistance needed to fill out this application or to otherwise participate in the application process.

## Record of Education

School	No. of years Attended	Name & Address of School	Major Course or Subject	Did you Graduate?	List Diploma or Degree
High School					
College or University					
Community College					
Business College					
Other (specify)					

Outline any pertinent experiences and achievements from your education, which qualify you for this vacancy (such as subjects of concentration, interests, activities, organizations, and honors received).

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## Military Service Record

Were you in U.S. Armed Forces?  Yes  No (Preference in employment is given to veterans.)

If yes, did you serve for more than 180 days of active duty between August 5, 1964 and May 7, 1975?

Yes  No Branch \_\_\_\_\_

Discharge Rank or Grade \_\_\_\_\_ List duties in service including special training

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## Personal References

(Not relatives or former employers)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

# Employment Record

**Present Employer** \_\_\_\_\_ Kind of Business \_\_\_\_\_  
(or most recent employer)

Address \_\_\_\_\_ Phone \_\_\_\_\_

Starting Date \_\_\_\_\_ Starting Position \_\_\_\_\_ Starting Earnings \_\_\_\_\_

Present Date \_\_\_\_\_ Present Position \_\_\_\_\_ Present Earnings \_\_\_\_\_  
(or last date worked) (or last position) (or last earnings)

Starting Duties \_\_\_\_\_

Present Duties \_\_\_\_\_  
(or last duties)

Immediate Supervisor's Name and Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact your present employer now without jeopardizing your position?  Yes  No

**Next Previous Employer** \_\_\_\_\_ Kind of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Starting Date \_\_\_\_\_ Starting Position \_\_\_\_\_ Starting Earnings \_\_\_\_\_

Starting Duties \_\_\_\_\_

Last Date Worked \_\_\_\_\_ Last Position \_\_\_\_\_ Last Earnings \_\_\_\_\_

Leaving Duties \_\_\_\_\_

Immediate Supervisor's Name and Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Next Previous Employer** \_\_\_\_\_ Kind of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Starting Date \_\_\_\_\_ Starting Position \_\_\_\_\_ Starting Earnings \_\_\_\_\_

Starting Duties \_\_\_\_\_

Last Date Worked \_\_\_\_\_ Last Position \_\_\_\_\_ Last Earnings \_\_\_\_\_

Leaving Duties \_\_\_\_\_

Immediate Supervisor's Name and Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

If more than three previous employers, list others here.

Employment Dates		Company and Address	Position or Type of Work	Salary or wage	Reason for leaving
From	To				

What special job skills and qualifications do you have that relate to this vacancy?

\_\_\_\_\_  
 \_\_\_\_\_

It is desirable to have your complete background and work history. A clear understanding of your interests, qualifications, and abilities will aid us in considering you for this vacancy. Sometimes the design of an application form makes it difficult for an individual to adequately summarize his/her complete background. To assist you in better stating your qualifications for this vacancy, you may attach or insert a supplemental sheet to summarize any additional information necessary to describe your full qualifications.

Important - Please Read:

- \* *Question Number 5 - Many of the jobs at Blue Ridge Electric/Energies are considered hazardous. We are prohibited by law from hiring anyone under 18 for these jobs.*
- \*\* *Question Number 6 - Blue Ridge Electric/Energies restricts the employment of certain relatives of employees and directors.*
- \*\*\* *Question Number 9 - A conviction record will not necessarily be a bar to employment.*

***All employees hired must pass an employment entrance examination to determine physical and mental fitness as required to perform essential job functions.***

***All employees hired must pass a drug test to meet the requirements of our drug-free workplace policy.***

***All employees hired must pass a criminal background check.***

Please Read Carefully and Sign  
(Application not valid unless signed)

Applicant's Certification and Agreement

I certify that all the answers I have given and information I have furnished on this application are true and correct. I authorize my previous employers and references to furnish any information requested concerning my personal character, work habits, or employment records. I release all such persons from liability or damages incurred as a result of inquiry and furnishing this information. I understand that, if hired, any material omission or misrepresentation of facts furnished by me in this application will be sufficient cause for discharge. Nothing on this application is intended to create or imply a contractual relationship. If hired, I understand that employment is at-will and may be terminated by me or by Blue Ridge Electric or Blue Ridge Energies at any time with or without reason.

\_\_\_\_\_  
Witness (Company Representative)

\_\_\_\_\_  
(Applicant's Signature)

***Return completed application to:***

Human Resources Department  
Blue Ridge Electric Membership Corporation  
PO Box 112

Lenoir, NC 28645 - (or return to your local office of Blue Ridge Electric Membership Corporation or Blue Ridge Energies, LLC)

Thank you for completing this application form and for your interest in employment with us. We would like to assure you that your opportunity for employment with this company will be based only on your qualifications and ability to perform essential job functions, and on no other consideration.