## **Employment Application Requirements**

- 1. Applicant must have graduated High School and list name of school or attach a copy of his/her GED certificate if they did not graduate.
- 2. Applicant must have a valid Texas driver license. Lineman and Apprentices will be required to have a Class A CDL or acquire one within 6 months of hire.
- 3. Applicant must be insurable. If the applicant has three moving violations or DWI/DUI on a three year driving record the applicant is not insurable. Both the Cooperative and the insurance provider will check the driver record.
- 4. Complete every blank on the application or write n/a if not applicable. Applications with blanks will be shredded.
- 5. Entries on applications must be legible. Applicants may want to take them home and take their time filling them out if they need to.
- 6. We keep applications that meet the above criteria on file for 6 months. We will call the applicant if we are interested and have a position open.
- 7. Applicants must have a valid phone number on the application if they expect to be called.
- 8. Applicants should not call the Cooperative unless they have received a message to call us.
- 9. Discussions about pay and benefits will only be done when applicant is called in for interview.
- 10. All applicants are hired in as 90 day temporary training employees. No offer of full time employment will be made until after that training and evaluation period.