



Yellowstone Valley Electric Cooperative, Inc.  
 PO Box 249  
 Huntley, MT 59037-0249

Website: [www.yvec.com](http://www.yvec.com)  
 Phone: 1-800-736-5323  
 FAX: 406-348-3414

**APPLICATION FOR EMPLOYMENT**

Instructions: Please read carefully. Every item on this form must be answered to the best of your ability. Please print & use a pen. Your qualifications will be carefully reviewed & you will be given every consideration for any suitable vacancy. Upon employment, this application will become part of your permanent record with YVEC. Please keep this in mind as you complete it.

*Special Note: You are not required to supply any information that is prohibited by federal, state, or local law. We are an Equal Opportunity Employer. This company does not discriminate on the basis of race, color, religion, sex, national origin, citizenship, age, marital status, or disability. You may request assistance in completing this application.*

**You are encouraged to attach a resume or other documents.**

P E R S O N	Last Name	First	Middle	Date
	Street Address			Telephone#
	City	State	Zip	Alternative Telephone #
	Complete Previous Address			Email Address
O	Position Desired	Salary Desired		Date available for work
N	Are you younger than 18 years of age?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	Referred by:
A	Are you legally eligible for employment?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	If NO, please explain.
L	Have you ever been convicted of a felony?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	If YES, please explain.

E D U C A T I O N	SCHOOL	NAME & LOCATION OF SCHOOL	YEARS COMPLETED	COURSE OF STUDY	DID YOU GRADUATE?	DEGREE?
D	HIGH SCHOOL					
U	COLLEGE					
A	OTHER					

T	Please list memberships in professional or civic organizations. (Exclude those which may disclose race, color, religion, or national origin)
I	
O	Please list any awards, honors, leadership roles, etc.
N	

COMMENTS	MILITARY
Please tell us why you would like to work for Yellowstone Valley Electric Cooperative, Inc.	<input type="checkbox"/> Not Applicable
	Service Branch _____
	Dates Served _____
	Rank at Discharge _____
	Applicable Experience _____

**PREVIOUS  
EMPLOYMENT**

Please give accurate, complete full-time & part-time employment record starting with your most recent employer. Previous or current employers may be contacted by YVEC for background & personal reports as deemed necessary to verify accuracy & fitness for employment. **PLEASE SEE RESUME DOES NOT APPLY!**

<b>1</b>	Company Name:	Telephone - Required ( )
	Address: City, State, Zip	Dates Employed (Month-Year) / To /
	Job Title: Supervisor's Name:	Starting Salary/Mo. \$
	May we contact this employer? YES _____ NO _____	Ending Salary/Mo. \$
	Please describe your job duties and responsibilities.	
Reason for Leaving: Still Employed _____ Laid Off _____ Quit _____ Discharged _____ Retired _____ Other _____		

<b>2</b>	Company Name:	Telephone - Required ( )
	Address: City, State, Zip	Dates Employed (Month-Year) / To /
	Job Title: Supervisor's Name:	Starting Salary/Mo. \$
	May we contact this employer? YES _____ NO _____	Ending Salary/Mo. \$
	Please describe your job duties and responsibilities.	
Reason for Leaving: Still Employed _____ Laid Off _____ Quit _____ Discharged _____ Retired _____ Other _____		

<b>3</b>	Company Name:	Telephone - Required ( )
	Address: City, State, Zip	Dates Employed (Month-Year) / To /
	Job Title: Supervisor's Name:	Starting Salary/Mo. \$
	May we contact this employer? YES _____ NO _____	Ending Salary/Mo. \$
	Please describe your job duties and responsibilities.	
Reason for Leaving: Still Employed _____ Laid Off _____ Quit _____ Discharged _____ Retired _____ Other _____		

<b>4</b>	Company Name:	Telephone ( )
	Address: City, State, Zip	Dates Employed (Month-Year) / To /
	Job Title: Supervisor's Name:	Starting Salary/Mo. \$
	May we contact this employer? YES _____ NO _____	Ending Salary/Mo. \$
	Please describe your job duties and responsibilities.	
Reason for Leaving: Still Employed _____ Laid Off _____ Quit _____ Discharged _____ Retired _____ Other _____		

**GENERAL INFORMATION****PLEASE ANSWER THE FOLLOWING QUESTIONS COMPLETELY.**

Please list all of the equipment with which you have experience & training. (e.g. construction or office equipment, etc.)

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Please list any other experience or training which may be pertinent to the position you are applying:

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What type of employment are you seeking? Reg. Full-Time\_\_\_\_Reg. Part-Time\_\_\_\_Summer Help\_\_\_\_

Are you able & willing to perform the essential functions of the position for which you are applying?

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**PLEASE LIST THE NAMES & TELEPHONE #'S OF THREE REFERENCES TO WHOM YOU ARE NOT RELATED, THAT YOU HAVE KNOWN FOR AT LEAST ONE YEAR.**

NAME: \_\_\_\_\_ TELEPHONE #: (     ) \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE #: (     ) \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE #: (     ) \_\_\_\_\_

**Applicant MUST Read & Sign**

I verify that I have read & understand all of this employment application. It is agreed & understood that YVEC & it's agent may investigate my background to ascertain any & all information of concern to my employment history, whether some is of record or not, & I release employers & other persons name herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant applying for a position with YVEC, I may be asked to demonstrate tasks which are pertinent to the job.

I understand that as a routine part of the selection process, YVEC, may authorize their employer representative to conduct a criminal record check. My signature below is a request to any local, state, or federal law enforcement agency to release whatever information requested by the representative.

I understand that as a routine part of the selection process, YVEC may make an inquiry of a credit bureau to determine if I have a financial disability. It is also agreed & understood that under the Fair Credit Reporting Act, Public Law 91-508, I have been told that this investigation may include an investigative Consumer Report including information regarding my character, general reputation, personal characteristics, & mode of living.

I agree to furnish such additional information & complete such examinations as may be required to complete my employment files. I also understand that misrepresentation can be terminated, with or without cause, at anytime, at the option of either YVEC or me. I understand that I may be required to work overtime as a condition of being employed here & that hours scheduled to work may be changed from time to time in the future. I understand that I may be required to submit a pre-employment & post employment test for fitness, honesty, and/or substance use, if not prohibited by law.

In consideration of my employment, I agree to conform to the rules & regulations for employees. I understand that my employment & compensation can be terminated, with or without cause, at anytime, at the option of either YVEC or me. I understand that no representative of this company has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contract to the foregoing. Upon separation of employment, I authorize YVEC to withhold from my final pay check any monies owed to YVEC by me. This certifies this application was completed by me, & that all entries on it & information in it are true & complete to the best of my knowledge.

APPLICANT SIGNATURE: \_\_\_\_\_

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

## A Brief History of Yellowstone Valley Electric Cooperative, Inc.

Yellowstone Valley Electric Cooperative, Inc. is one of the nation's 1000 cooperatives. We currently have approximately 45 dedicated employees sharing the goal, "Providing the Power to Make Life Better!" YVEC has come a long way since it's humble beginnings & continues to prosper for its several thousand member owners.

In 1935, President Franklin D. Roosevelt signed a bill allowing Rural Electrification Administration (REA) to make low interest loans available to newly formed utilities such as YVEC.

On February 23, 1937, sixteen area Montana pioneers formed the Yellowstone Valley Electric Association, known today as Yellowstone Valley Electric Cooperative, Inc. During the early 1940s, the Billings Substation was the first delivery point to come on line & serve the entire system. Over the years, YVEC has continued to grow & today YVEC has a total of 20 distribution substations, two transmission substations & over 2,600 miles of line serving over 20,500 meters.

Yellowstone Valley Electric Cooperative is a private, non-profit electric cooperative, which supplies electricity to Montana member/owners in Yellowstone, Stillwater, Carbon, Big Horn, Musselshell, & Treasure Counties. Electric cooperatives, such as YVEC, are locally & equally owned by all the members they serve. Unlike privately owned utilities, YVEC is not owned by outside investors. Members pay the lowest possible electric rates because profit margins are not added to their monthly electric bill. Members will also receive a capital credit check when the elected Board of Directors determines that reserve funds may be distributed.

Members in each of our seven districts elect a director to represent them on the Board of Directors. Each year approximately 1/3 of the board is up for re-election. In electing a Director, each member of the Cooperative is allowed one vote at the annual meeting, which is held in March of each year.

Because YVEC is a nonprofit cooperative, any margins at year-end are allocated back to the members in the form of capital credits. When the financial condition of the cooperative is favorable, the Board of Directors authorizes retirement of these funds.

YVEC employees enjoy a comprehensive benefit package. Eligibility generally extends to all full-time employees & coverage depends on the employee's position. Our benefit program includes the following: Group Health Insurance Plans, Life Insurance, AD & D Insurance, Short & Long Term Disability, Vacation & Sick Leave, Holiday Pay, Cafeteria Section 125 Plan, Retirement Plan(s), Employee Wellness & Extensive Safety Program, Training & Development Programs, Employee Higher Education Reimbursement Program, & more!!

Yellowstone Valley Electric Cooperative, Inc. is committed to the principle of equal opportunity in education and employment. YVEC prohibits discrimination against and harassment of any employee, applicant for employment, third party or consumer because of race; color; national or ethnic origin; age; religion; veteran status; disability; sex; sexual orientation; gender and/or any other characteristic protected under applicable federal or state law.

