

Interested Applicants

In partnership with NSTAR and Local 369 UWUA, Bunker Hill Community College (BHCC) offers the Electric Power Utility Program (EPUT). Students accepted into this selective program can achieve a two-year accredited Associate of Science degree in Electronics with the EPUT option. Students will conduct much of their laboratory training at an NSTAR facility. Most classroom work will be conducted at BHCC.

The EPUT program has a fall start date. Potential candidates must apply in advance during the designated application period (application dates and deadlines are available on the NSTAR's website at <http://www.nstar.com/careers/eput.asp>; generally, the application period is November through March for potential acceptance into the following fall's program). This is a two-year, full-time day program regardless of a student's prior educational experience. In the two years in the program, students must participate in 18-20 weeks of paid internship during the summer and winter breaks of the program.

Steps for applying to the Electric Power Utility Technology Program:

- ☐ Take the Computerized Placement Test (CPT). Any student who wishes to earn a certificate or degree through BHCC is required to take the CPT in mathematics, English and reading. There is no charge to take the CPT. For hours, locations, information on preparing for the assessment, and details on assessment exemption, please go to: www.bhcc.mass.edu/inside/103 . **Please bring the Computerized Placement Test pass with you on the day you take the CPT.**
 - Students must place into Intermediate Algebra (MAT099), College Writing I (ENG111) and achieve a reading level of 10th grade or higher OR complete Foundations of Algebra (MAT097), Writing Skills II (ENG095) and Reading Skills II (RDG095) with a grade of C or higher.
 - If you have completed a college level mathematics or English course with a grade of C or higher at an accredited institution you MAY be eligible for exemption from testing. Submit a copy of your unofficial transcript with the application package for review.
- ☐ Complete a *BHCC admissions application* in its entirety and submit in person to B203 at BHCC. **Applications must be received by March 1st, 2013 for the September 2013 class.** There is a \$10 application fee for Massachusetts residents and a \$35 application fee for students from out of state. Applicants will need two of the approved forms of identification for the In-State Tuition Eligibility Form. (Check the BHCC application for complete list.)
- ☐ Complete the *NSTAR Electric Power Utility Technology Application* in its entirety (Pages 3-9), as well as the CORI Request Form, the 7 Year Release Form, and the Disclosure and Acknowledgement Form.
- ☐ Students must have U.S. Work Authorization and be at least 18 years of age as of September 3, 2013 (for the 2013 class).
- ☐ Students are strongly encouraged to apply for financial aid. In order to qualify for financial aid, students must both apply to Bunker Hill Community College and complete a FAFSA (Free Application for Student Aid) online. Future candidates for the EPUT program initially apply as a General Concentration major (AA:GENCN) and must complete the FAFSA at www.fafsa.ed.gov requesting a FAFSA report be sent to BHCC. BHCC's school code is 011210. Please contact the Financial Aid Office at (617)228-2275 for any questions regarding financial aid.

Your complete application packet must include:

- *Bunker Hill Community College Application for Admission and application fee*
- *Bunker Hill Community College In-State Tuition Form*
- *NSTAR's Electric Power Utility Technology Program Application*
- *Background check forms*
 - *The 7 Year Release Form*
 - *The Disclosure and Acknowledgement Form*
 - *The NSTAR CORI Request Form*
- *A copy of your official final high school transcript (REQUIRED), a copy of your diploma (optional), OR a copy of your GED certificate (REQUIRED if applicable).* High school seniors must submit a copy of their current high school transcript. High school seniors will be permitted to go through the application process provided that they submit a copy of their final transcript upon graduation but no later than July 1, 2013.
- *An unofficial transcript from each college you have attended.*
- **Optional:** You may include a copy of your *current resume* for review.

Complete application packages must be submitted in person by March 1, 2013 during business hours

Mon - Wed 8:30am-7pm, Thurs 11am-7pm, Fri 8:30am-4pm to:

Bunker Hill Community College
Admissions and Registration, Room B203
Charlestown Campus
250 New Rutherford Ave
Charlestown, MA 02129

If BHCC considers you to be academically eligible, your application will be forwarded to NSTAR. NSTAR will then contact you regarding additional testing and eligibility considerations, including a job skills pre-screen to test strength and ability, background checks (including a CORI, SORI, driving record and a drug screening), and a potential interview at NSTAR. NSTAR will notify students by mail of final acceptance into the program. A group orientation will be held at the college in July or August for accepted candidates, where class registration, school orientation and student payment will be covered.

On April 10, 2012, Northeast Utilities and NSTAR merged creating the premier energy utility in New England and one of the largest in the United States. NSTAR Electric & Gas along with Public Service of New Hampshire, Connecticut Light and Power, Western Massachusetts Electric Company and Yankee Gas are now operating companies of Northeast Utilities.

Electric Power Utility Technology Program

2012-2013 NSTAR APPLICATION FORM

(Note: applicants must also complete a separate BHCC application)

Instructions: Please carefully read and complete this form in its entirety. If you have questions, call NSTAR at 781-441-8300. **Please bring this completed application to Bunker Hill Community College, 250 New Rutherford Ave, Room B203, Charlestown, MA.**

Please print all information.

Name: _____
Last First Middle

Current Address: _____
Street Address City State Zip

Mailing Address: _____
Street Address/P.O. Box City State Zip

Prior Addresses (*within last 5 years*):

1. _____

2. _____

Home Phone: _____ **Cell Phone:** _____

Email Address: _____

Work Status:

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Will you now or in the future require sponsorship for employment visa status; e.g., H1B visa status? ☐ Yes ☐ No

Have you ever applied to a Northeast Utilities company before? ☐ Yes ☐ No _____
If yes, when? _____

Were you tested for employment? ☐ Yes ☐ No If yes, what test? _____

Were you interviewed? ☐ Yes ☐ No If yes, by whom? _____

Have you ever worked at a Northeast Utilities company before (regular or temporary)? ☐ Yes ☐ No If yes, when? ____
In which position? _____

Have you ever applied to the EPUT program? ☐ Yes ☐ No If yes, when? _____

How were you referred to the Electric Power Utility Technology program? (Please be specific.) _____

Are you available to work the following:

Overtime: ☐ Yes ☐ No Evenings: ☐ Yes ☐ No Weekends: ☐ Yes ☐ No
3rd Shift: ☐ Yes ☐ No 2nd Shift: ☐ Yes ☐ No Holidays: ☐ Yes ☐ No

Please list all relatives currently employed by an NSTAR company.

Name	Title/Position	Relationship
Name	Title/Position	Relationship

Prior Employment: Please fill out the sections below completely. In addition, you may include a copy of your current resume for review.

Employer/Address	Dates		Type of Work
	From	To	
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____

Name	City & State	Course of Study	Years Completed				Did you graduate?	Diploma, Degree, Certificate or GED Received
HIGH SCHOOL			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Skills/Certifications/Licenses

Please provide the following information if relevant to the position for which you are applying.

Computer Skills: _____

Special Licenses, certificates, or registrations: _____

Valid Drivers License: ☐ Yes ☐ No License #: _____ State: _____

Valid Commercial Drivers License: ☐ Yes ☐ No License #: _____ State: _____ Expiration: _____

CDL Restrictions: _____ CDL Endorsements: _____

Please answer the following question (Max 500 words):

If you need additional sheets, please attach them to the application.

(Please Note: Your response will be used as a part of our selection process)

“Why are you an ideal candidate for the Electric Power Utility Technology Program?”

Electric Power Utility Technology Program

Acknowledgement by Applicant – Read Carefully

I certify that information I have provided in this application is accurate and complete. I understand that my eligibility for this program is subject to a satisfactory background and driving record investigation and drug testing.

I authorize NSTAR Electric & Gas Corporation to conduct background checks and a driving record investigation and to verify the information I have submitted.

Successful graduates of the Electric Power Utility Technology Program who are offered employment by the company will be required to successfully pass a full NSTAR Electric & Gas Corporation employment screening.

I have read the foregoing *Acknowledgement by Applicant*, understand it, and agree to be bound by it.

Signature: _____ Date: ____/____/____

Emergency Contact Information

Name: _____

Address: _____

Relationship: _____

Telephone No.: 1. _____ 2. _____ 3. _____
HOME WORK CELL/MOBILE

NSTAR Electric & Gas Corporation Voluntary Affirmative Action Disclosure

NSTAR Electric & Gas Corporation does not discriminate against employees or applicants on the basis of race, color, gender, sexual orientation, religion, marital status, qualified disability, national or ethnic origin or veteran's status in the administration of its employment policies and practices.

The following information is requested on a voluntary basis to comply with government regulations including Affirmative Action and Equal Opportunity. Your response is voluntary and is considered confidential information that will not be used in any hiring decision. This information will be kept separate from your personnel records.

Name: _____

Date: _____

For what position are you applying? EPUT Student

Gender: ☐ Male ☐ Female

Race/Ethnicity:

☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South of Central American, or other Spanish culture or origin regardless of race.

☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

☐ **American Indian or Alaskan Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including South America), and who maintains tribal affiliation and community attachment.

☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

Veterans Status: ☐ Vietnam Era Veteran ☐ Special Disabled Veteran ☐ Other Eligible Veteran (1)

War, Campaign or Expedition: _____ Dates: _____

Branch of Service: _____

Americans with Disabilities Act:

If you are an individual with a disability, we would like to include you under the affirmative action program. You are not required to complete this section and if you do, it will not negatively affect your application for employment.

1. Please tell us about any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your disability: _____

2. What accommodations could we make that would enable you to perform your job safely and properly? _____

(1) Other Eligible Veteran means a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. To identify the campaigns or expeditions that meet these criteria, please refer to the Veterans Guide, Appendix B.

Electric Power Utility Technology Program

Release and Indemnity Agreement

The person whose name is set forth below is entering into this Release and Indemnity Agreement in partial consideration for having been accepted into the NSTAR Electric Power Utility Technology Co-op & Apprenticeship Program (“the Program”). Throughout portions of the Program, I understand that I will be participating as a student in classroom and field education and training both at NSTAR Electric and affiliates’ facilities and elsewhere.

I acknowledge that during the time that I am training, I will be engaged in activities for which there is the risk of physical injury. I understand and accept such risk, and in consideration of my acceptance into the Program and for other good and valuable consideration, I agree as follows:

1. I hereby release, to the full extent allowed by law, NSTAR Electric & Gas Corporation, its affiliates, stockholders, officers, directors, agents, employees and contractors, (“the Releasees”) from all actions, suits, claims and demands which I may hereafter have, which arise out of my participation in the Program.
2. I hereby promise to indemnify, defend and hold the Releasees harmless from and against any and all liability, losses, damages or expenses, which the Releasees or any one of them may incur as a result of any actions, suits, claims, demands or judgments arising out of or resulting from my participation in the Program

Signed and dated this _____ day of _____, 20 _____.

Signed: _____

Print Name: _____

Address: _____

Parental Consent & Release for students under 18 years of age:

I/We, _____, the parent(s) of the Student, give our consent to our child’s participation in the EPUT Program along the terms and conditions set forth herein. I/we have been advised of the content of the EPUT Program, including any risks and potential dangers, and I/we release BHCC and NSTAR from any claims arising from the student’s participation in the EPUT Program, except as may result from the negligence of BHCC and/or NSTAR.

Parental Signature _____ Date: _____

Please submit this page with your completed application.

Name of Applicant: _____

Date Completed: _____

NSTAR / BHCC Use Only

Bunker Hill and NSTAR Application Received BY BHCC

Date: _____

By: _____

(All academic requirements must be completed)

☐ Bunker Hill application reviewed and completed (pages 2-3 and 5 completed)

☐ NSTAR EPUT application reviewed and completed (pages 3-8 completed)

☐ Background check documents reviewed and completed (3 pages completed)

☐ Final official high school transcripts (REQUIRED), high school diploma (optional) OR a copy of GED certificate (REQUIRED if applicable)**

***If applicant is a high school senior- a current high school transcript is acceptable

☐ Unofficial transcript from each college attended

☐ Copy of current resume (OPTIONAL)

Application Received By NSTAR

Date: _____

By: _____



Release & Authorization

I hereby authorize, without reservation, Creative Services, Inc. of 64 Pratt Street, Mansfield, MA 02048-1927, (800) 536-0093 or (508) 339-5451 and its agents to conduct a full investigation into my background and activities at any point after this authorization. Therefore, I hereby authorize the release of any and all information pertaining to me, documentary or otherwise, as requested by any appropriate employee, agent or representative of Creative Services, Inc. I understand that during this background investigation process and in accordance with the Fair Credit Reporting Act, a "consumer report," "consumer credit report," and/or "investigative consumer report" (consumer report) may be obtained concerning my character, general reputation, personal characteristics, and mode of living. The nature and scope of my investigation may include but is not limited to employment, credit, education, criminal, and driving history. I release all courts, probation departments, selective service boards, employers, educational institutions, banks, credit bureaus, financial and other institutions, law enforcement and local, state (including the Minnesota Bureau of Criminal Apprehension), and federal government agencies without exception, both foreign and domestic to furnish any and all background information (including, but not limited to, driving and/or motor vehicle records) requested by Creative Services, Inc. I understand that this information may be transmitted electronically and authorize such transmissions. I agree that a photocopy of this release shall be accepted with the same authority as the original. CSI's Privacy Policy can be found at http://www.creativeservices.com/html/privacy_policy.html or obtained by request to the above address.

California, Minnesota, and Oklahoma applicants or employees only: Please check this box if you would like a copy of the consumer report if one is prepared on you? ☐

If currently employed, may we contact your current employer? ☐ YES ☐ NO ☐ N/A

(Last Name)

(First Name)

(Middle Name)

(Other Names) List all other NAMES (including maiden or married names) utilized during the previous 7 years and/or used when obtaining any degrees or certifications.

Current Address:

City & State:

Zip Code:

Social Security Number:*

Date of Birth: *
MM/DD/YYYY

Driver's License Number:*

State of Issue:

Please list all addresses where you have resided for the past seven years:

(#/Street) (City) (State) (Zip Code)

(#/Street) (City) (State) (Zip Code)

(#/Street) (City) (State) (Zip Code)

(#/Street) (City) (State) (Zip Code)

Signature:

Date:

* Social security numbers, dates of birth, and drivers' license numbers are requested to ensure accurate retrieval of records. They will not be considered by the employer in making employment decisions. This form will be filed separately from your employment application.

DISCLOSURE AND ACKNOWLEDGMENT

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

NSTAR ELECTRIC & GAS ("the Company") may obtain information about you from a consumer reporting agency, a consumer credit reporting agency, and/or an investigative consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report," "consumer credit report," and/or an "investigative consumer report" (consumer report) obtained for employment purposes, which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These consumer reports may be obtained at any time after receipt of your authorization.

You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any consumer report. Please be advised that the nature and scope of the most common form of consumer report obtained with regard to applicants for employment is an investigation into your employment and criminal history conducted by Creative Services, Inc., 64 Pratt Street, Mansfield, MA 02048, (800) 536-0093 / (508) 339-5451. The scope of this notice and authorization is all-encompassing; allowing the Company to obtain from any outside organization all manner of consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any consumer report.

Privacy Policy: Creative Services, Inc. (CSI) considers privacy and information security among its highest priorities and has established physical, electronic and procedural safeguards to protect sensitive information in compliance with state, federal and Safe Harbor/European Union laws regarding background screening and privacy. The complete text of CSI's Privacy Policy may be viewed on CSI's website at http://www.creativeservices.com/html/privacy_policy.html, or obtained in writing by request to Creative Services, Inc., 64 Pratt Street, Mansfield, MA 02048, (800) 536-0093/ (508) 339-5451.

New York applicants or employees only: You have the right to inspect and receive a copy of any consumer report requested by the Company by contacting the consumer reporting agency identified above.

ACKNOWLEDGMENT

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents.

California applicants or employees only: By signing below, you also acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW.

Signature: _____

Date: _____

CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM

TO BE USED BY ORGANIZATIONS USING CONSUMER REPORTING AGENCIES TO CONDUCT CORI CHECKS FOR EMPLOYMENT, VOLUNTEER, SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES **NSTAR** is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing. **NSTAR** has authorized **Creative Services, Inc.** to submit CORI checks to the Massachusetts Department of Criminal Justice Information Services (DCJIS) on its behalf.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to **Creative Services, Inc.** to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing **NSTAR & Creative Services, Inc.** with written notice of my intent to withdraw consent to a CORI check. I also understand that this form is a CORI acknowledgement form and I am entitled to additional consumer reporting disclosure forms under the Fair Credit Reporting Act. If I have not received those disclosures, I should contact **Creative Services, Inc.** to request this information.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: **Creative Services, Inc.** on behalf **NSTAR** may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that **NSTAR & Creative Services, Inc.** must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

SIGNATURE

DATE

SUBJECT INFORMATION:

Last Name First Name Middle Name Suffix

Maiden Name (or other name(s) by which you have been known)

Date of Birth Place of Birth

Last Six Digits of Your Social Security Number (Requested, not required): _____ - _____

Sex: ____ Height: ____ ft. ____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Mother's Full Maiden Name Father's Full Name

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

The above information was verified by reviewing the following form(s) of government issued identification:

VERIFIED BY: _____
Name of Verifying Employee (Please Print)

Signature of Verifying Employee