

**Copper Valley Electric Association, Inc.**  
**Plant Operator Trainee**  
**Employment Application Packet**  
**June 2009**

1. CVEA is seeking to fill a Power Plant Operator Trainee position in the Glennallen Diesel Plant. Following consideration of employee bids and Union hiring hall provisions included in the CVEA Collective Bargaining Agreement with the IBEW, CVEA may be accepting applications for the Trainee position beginning July 6, 2009.
2. Applications will be accepted through 5 p.m., July 20, 2009, at the Glennallen office of CVEA, PO Box 45, Glennallen, Attention Nancy Heidelberg, or by email to [jobs@cvea.org](mailto:jobs@cvea.org).
3. Application packets may be obtained online at [www.cvea.org](http://www.cvea.org), or from Nancy Heidelberg, Executive Assistant, 822-8342, or at [jobs@cvea.org](mailto:jobs@cvea.org).
4. Application packets include the following forms:
  - Applicant's Statement
  - Employment Application
  - Relevant Experience
  - Equipment and Tools Checklist
  - Ten-Year Employment History
  - Employment and Personal References
  - Affirmative Action Questionnaire (voluntary)
5. Failure to fully complete the application forms will disqualify an applicant from consideration.
6. Resumes do not constitute an application for employment. Resumes or other materials attached to a completed application package will be considered part of the application packet.
7. Position requirements:
  - High school diploma or equivalent
  - Power plant experience desired including equipment overhauls, plant maintenance activities, and plant operations
  - Ability to perform the essential mental and physical requirements of the position including the ability to distinguish colors used in coding
  - Position is represented by IBEW Local 1547
  - Compensation of the Plant Operator Trainee is 65% of the Plant Operator rate, or \$23.71/hour
8. For more information about this opportunity contact Aaron Remer at 835-7025, 822-5506, or by email at [remar@cvea.org](mailto:remar@cvea.org).
9. CVEA is an EEO Employer.



**COPPER VALLEY ELECTRIC  
ASSOCIATION, INC.**

**EMPLOYMENT APPLICATION**

**Applicant's Statement and Representations**

I understand that CVEA may verify all data provided in my application for employment, related papers, or in oral interviews. I authorize such investigation and the giving or receiving of any such information. I understand that any falsification of this data, any misrepresentation, or any deliberate omission of a fact may, if hired, subject me to immediate dismissal. I certify that all the employment materials I have submitted are true and correct. Finally, I consent to the release of all employment information of whatever type by previous employers and references listed in this application, and in consideration of their agreement to furnish such information, I waive all rights which might release and hold harmless such employers and their employees from any claim of whatever nature which might arise out of their release of information about me.

If the position I am applying for requires a valid Alaska, or commercial, driver's license, I understand that a satisfactory driving record, acceptable to CVEA's insurance carrier, is a condition of employment and must be furnished prior to beginning employment.

I understand that CVEA requires a pre-employment physical exam for plant operator positions. The exam, which is paid for by CVEA, includes alcohol and drug use screening.

I further understand that no employment contract is being offered, that my employment is for no definite period of time, and that CVEA can change wages, benefits, and conditions at any time, and I understand that a condition of employment is the agreement that the policies and benefits of employment may be changed unilaterally and that no vested rights in pre-existing rights or benefits shall exist. I understand business needs may at times make the following conditions mandatory: overtime, shift work, or a work schedule other than Monday through Friday. I further understand that CVEA will observe all labor agreements which are in effect.

I understand that I am required to abide by all rules, regulations, and policies of CVEA.

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Signature of Applicant

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Date

**COPPER VALLEY ELECTRIC ASSOCIATION, INC.  
EMPLOYMENT APPLICATION**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

*(PLEASE PRINT)*

Position applied for:		Date of application:	
Last Name:	First Name:	Middle Name	
Address: Street	City	State	Zip
Telephone number(s):		Social Security Number	

**GENERAL INFORMATION**

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 CVEA before?     Yes    No  
If yes, give date \_\_\_\_\_

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

Are you currently employed?     Yes    No

May we contact your present 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

Is there anything that will prevent you from performing the essential functions of the position for which you are applying with or without reasonable accommodations?     Yes    No

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

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

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Can you work overtime if necessary?  Yes  No

Has your application for bond ever been rejected or do you have any reason to believe your application for a fidelity bond might be rejected?  Yes  No

Have you ever been denied government security clearance?  Yes  No

Are you related, directly or through marriage, however remotely, to any present CVEA employee, or to any member of CVEA's Board of Directors?  Yes  No

If so, in what way? \_\_\_\_\_

Do you have a valid Alaska driver's license?  Yes  No

Current license number: \_\_\_\_\_ State: \_\_\_\_\_

Has your license ever been revoked or suspended?  Yes  No

*Please complete the enclosed Voluntary Affirmative Action Questionnaire. Completion of the voluntary questionnaire will not affect CVEA's employment decision.*

**MILITARY STATUS**

*Complete this section if you served in the U.S. Armed Forces*

Branch of Service:	Period of Active Duty (month/year)
Rank at discharge:	Date of final discharge:
Describe your duties and any special training:	

**EDUCATION**

Circle highest grade completed: High School 9 10 11 12 College 1 2 3 4 5 6 7 8

Name and location of school	Diploma or Degree	Course of Study
High School		
College		
College		
Technical		
Other		

**SKILLS AND QUALIFICATIONS**

Summarize any particular special skills and qualifications acquired from employment or other experiences that may qualify you for this position: \_\_\_\_\_

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

**COPPER VALLEY ELECTRIC ASSOCIATION, INC.**  
**TEN YEAR EMPLOYMENT AND SALARY HISTORY**  
**(Required)**

Please give accurate, complete full-time and part-time employment record for the last ten years. Start with your present or most recent employer. Use additional sheets if necessary. It is not necessary to duplicate information contained on your resume.

1	Employer	Employed (month/year)
	City & State	From            To
	Position Title	Ending Monthly Salary
	Supervisor & Current Phone Number	
2	Employer	Employed (month/year)
	City & State	From            To
	Position Title	Ending Monthly Salary
	Supervisor & Current Phone Number	
3	Employer	Employed (month/year)
	City & State	From            To
	Position Title	Ending Monthly Salary
	Supervisor & Current Phone Number	
4	Employer	Employed (month/year)
	City & State	From            To
	Position Title	Ending Monthly Salary
	Supervisor & Current Phone Number	

**COPPER VALLEY ELECTRIC ASSOCIATION, INC.**

**REFERENCES  
(Required)**

**EMPLOYMENT REFERENCES**

1. Name	Title
Company	Phone Number

2. Name	Title
Company	Phone Number

3. Name	Title
Company	Phone Number

**PERSONAL REFERENCES (Do not include former employers or relatives.)**

1. Name	Years Known
Title or Occupation	Current Phone #

1. Name	Years Known
Title or Occupation	Current Phone #

1. Name	Years Known
Title or Occupation	Current Phone #

**Relevant Experience**  
**Plant Operator Trainee**

Describe your experience in the following subject areas.

1. Repair, maintenance, and troubleshooting of electrical equipment including boilers, lighting, and electrical generation equipment. \_\_\_\_\_

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2. Use of electrical test equipment to maintain and troubleshoot plant systems and equipment.

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3. Industrial recordkeeping for plant systems, processes, fuel systems, unit maintenance, outages, switching, personnel scheduling, and follow through with directives. \_\_\_\_\_

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4. Welding and fabrication. \_\_\_\_\_

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5. Repair and maintenance on vehicles, buildings, grounds, and auxiliary systems common to commercial buildings and power plants. \_\_\_\_\_

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6. Knowledge of first aid, CPR, and Material Safety Data Sheets. \_\_\_\_\_

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7. Power plant operation including operating procedures, outages, outage restoration, switching procedures, and major and minor maintenance procedures on large diesel engines and auxiliary systems. \_\_\_\_\_

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8. Ability to read, comprehend, and apply electrical and mechanical blueprints necessary to perform maintenance. \_\_\_\_\_

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9. Knowledge of up to date electrical safety codes. \_\_\_\_\_

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10. Ability to work under pressure in stressful situations. \_\_\_\_\_

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11. Describe other experience you have that might be relevant to the Plant Operator Trainee position. \_\_\_\_\_

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## Equipment & Tools Plant Operator Trainee

Check all equipment and tools you are proficient and qualified to operate. (Applicant may be requested to demonstrate proficiency.)

- Hydraulically operated jacks
- Hydraulically operated torque wrenches
- Drill press
- Portapower
- Heavy rubber gloves
- Hand tools
- Shovel
- Boltcutter
- Manual/electric hoist
- Pullers
- Jackhammers
- Chainsaws
- Drills
- Torque multipliers
- Torch
- Switches
- Fuses
- Ropes
- Safety belt
- Grinders
- Ladders
- Voltmeter
- Saws
- Governor
- Air compressors
- Oil centrifuge
- Boiler
- Fuel pumps
- Valving for radiators-fuel-oil
- Welder
- Parts washer

### Engine/Generator:

- switchgear
- engine controls

### Measuring instruments

- micrometers
- dial indicators
- crankshaft distortion gauges, etc.

### Rolling stock:

- Pickup/snowplow
- Forklift
- Front end loader
- Track vehicle
- Dozer



# COPPER VALLEY ELECTRIC ASSOCIATION, INC.

## VOLUNTARY AFFIRMATIVE ACTION QUESTIONNAIRE

### Copper Valley Electric Association Is An Equal Opportunity Employer

State and Federal laws require that employers keep records on the race and sex of applicants and employees to facilitate the enforcement of Equal Employment Opportunity laws. This statement will be filed separately from all your employment records and will be retained confidentially. As required by State laws, it will be available only to the Copper Valley Electric Employee Relations Department and Federal and State employment enforcement officers. Accordingly, information provided here will not be considered as part of your application. Your responses are **strictly voluntary** and failure to provide the information requested will not subject you to adverse effects; however, we urge you to complete all items. This page will be detached from your application prior to referral to a selecting official.

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

Name:

FIRST

LAST

Address:

STREET

CITY

STATE

ZIP

Position Applied for: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex:  Male  Female

Race:  White  Black  Hispanic  Asian or Pacific Islander  Alaska Native or American Indian

Veteran Status:  Disabled  Vietnam Era (August 5, 1964 - May 7, 1975)

Disabling Conditions  
(See reverse for definitions)

- |   |   |
|---|---|
| <input type="checkbox"/> 1 Visual Impairment          | <input type="checkbox"/> 5 Psychological Impairment (Mentally Restored) |
| <input type="checkbox"/> 2 Hearing Impairment         | <input type="checkbox"/> 6 Chemical Dependence                          |
| <input type="checkbox"/> 3 Developmental Disability   | <input type="checkbox"/> 7 Multiple Disabilities                        |
| <input type="checkbox"/> 4 Other Physical Impairments | <input type="checkbox"/> 8 Other: _____                                 |
| (Specify: _____)                                      | <input type="checkbox"/> 9 No Disabling Condition                       |

(See Reverse for Definitions)

## DEFINITIONS OF RACIAL/ETHNIC GROUPS

The Racial/Ethnic groups for required statistics and reporting are defined as follows:

**White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black:** A person having origins in any of the black racial groups of Africa.

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

**Asian or Pacific Islander:** A person having origins in any of the original peoples of the Far East, South East Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**Alaska Native or American Indian:** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

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## DEFINITIONS FOR DISABLING CONDITION

**Disabled Person:** Any person who has a physical or mental impairment which substantially limits one or more of such a person's major life activities. Physical impairment is defined as any physical disability, infirmity, malformation, or disfigurement which is caused by bodily injury, birth defect, or illness, including epilepsy, and includes any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, or physical reliance on a guide dog for the blind, wheelchair or other remedial appliance or device.

**Visual and Hearing Impairment:** Loss of vision or hearing to a degree which substantially limits one or more major life activities.

**Developmental Disability:** A group of disabilities that affects a person during the developmental stages of his/her life and usually continues indefinitely and which constitutes a substantial handicap to his/her functioning. Conditions included in this category are mental retardation, cerebral palsy, epilepsy, and autism.

**Other Physical Impairment:** Physical impairments not included in the three definitions above including orthopedic abnormalities, missing or crippled limbs and extremities (which can be congenital or caused by trauma or diseases such as arthritis, rheumatism, or polio). Motor impairments (which can be the result of injury or other conditions), cardiovascular or neurological disorders (such as heart disease, paraplegia, multiple sclerosis, or Parkinson's disease), diabetes, tuberculosis, cancer, and obesity.

**Psychological Impairment (Mentally Restored):** Returned to health after mental illness.

**Chemical Dependence:** A dependence on alcohol or drugs to a degree which substantially limits one or more life activity.

**Multiple Disabilities:** More than one disability. Multiple disabilities could occur in two or more different categories or within a single category.

**Other Disability:** A disability that does not fit into any of the above categories.

*AN EQUAL OPPORTUNITY EMPLOYER FOR ALL*