

TILLAMOOK PUD



COLLEGE WORK
PROGRAM

Application Form & Criteria

For more information contact
Nancy Dillard
Tillamook PUD • 1115 Pacific Avenue • Tillamook
(503) 842-2535
www.tpud.org

TILLAMOOK PEOPLE'S UTILITY DISTRICT

COLLEGE WORK PROGRAM

APPLICATION PROCESS

1. Complete application form. If space is not adequate, attach additional page(s).
2. Attach a 300-400 word essay:
 - Explain why you selected your field of study.
 - Share your thoughts about working at Tillamook PUD.
 - Indicate your commitment to employment during your breaks at college or vocational school.
3. Attach a minimum of three (3) letters of recommendation;
 - One from a school counselor or administrator.
 - One from an employer, coach, or teacher.
 - One letter should be from a personal reference (excluding school officials or family members).
4. Attach a copy of your most current **high school transcripts**.
5. Submit completed application and supporting documents to the attention of Nancy Dillard; College Work Program; Tillamook PUD; PO Box 433, Tillamook, OR 97141.

Applications must returned to Tillamook PUD by 5 p.m., Friday, April 5, 2019.
6. Shortly after the deadline, you will receive a call to schedule a 15 to 20-minute interview with Tillamook PUD's Board of Directors that will be held in late April to early May.

TILLAMOOK PEOPLE'S UTILITY DISTRICT
2019 COLLEGE WORK PROGRAM

A P P L I C A T I O N F O R M

Name		
Address		
City	State	Zip
Home Phone	Cell Phone	
Age at Graduation	Email Address	
High School	Graduation Date	
University/College You will be Attending in the Fall	Anticipated Degree	

List scholastic, extra-curricular, and civic activities. Indicate leadership positions, honors, and awards.

*Attach additional sheets as necessary.

WORK EXPERIENCE

Dates of Employment	Employer	Type of Work

DEADLINE: 5 PM • FRIDAY, APRIL 5, 2019

The information contained in this application is true and correct to the best of my knowledge.

Applicant Signature

Date

Applicants who do not complete and submit the entire application by the deadline will not be considered.

Application Packet Check List:	
Application	
300-400 Word Essay	
Three (3) Letters of Recommendation:	
School Counselor or Administrator	
Employer, Coach, or Teacher	
Personal Reference (excluding school officials or family members)	
Official Copy of High School Transcript	

Return this form and supporting documents to:

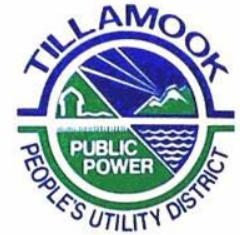
Nancy Dillard
College Work Program Coordinator
Tillamook PUD
1115 Pacific Avenue, PO Box 433
Tillamook, OR 97141

DEADLINE: 5 PM • FRIDAY, APRIL 5, 2019

Tillamook PUD

2019 College Work Program

Description



1. SCOPE

- a. The College program provides employment during summer months and school vacations (minimum of 14 weeks each year) to assist qualified students in financing a college education to attain a two or four-year degree. The program may be extended for fifth-year seniors if minimum credit requirements, (section 7 a.) grades and satisfactory job performance have been satisfied. The program is open to students pursuing a two-year technical degree, providing credit hours and schedules allow the student to work during breaks.
- b. The wages are established by the Union contract, and the student will have the option to join the Union. Union dues are currently \$60.34 per month and are paid by the student. Effective January 1, 2019, students will be paid \$18.53 per hour for years 1 and 2. Rates of pay and Union dues will change based on the Union contract for years 3 and 4.
- c. The scholarship is offered each year to one graduating senior who resides in Tillamook PUD's service area. In the event of a tie, two students may receive the award, at the Board's discretion.
- d. An alternate winner is selected in the event the winning candidate cannot continue with the program during the freshman year. If the winning candidate discontinues the program after the beginning of the sophomore year, the alternate is no longer eligible for the award.

2. QUALIFICATIONS

- a. Applicant must be eligible to work in the U.S.
- b. The student must be at least 17 years old.
- c. The student must have completed his/her high school education with a minimum of 3.00 GPA.
- d. High school studies must have included two years of mathematics beyond Algebra I and two years of science including biology.

3. CRITERIA

Criteria for selecting applicants will include, but not necessarily be limited to:

- a. Academic achievement
- b. Educational and career goals

- c. Employment experience
- d. Extra-curricular activities
- e. Leadership qualities

4. APPLICATION

- a. Applicants will complete a College Work Program application and submit a 300-400 word essay explaining why they selected their field of study and will share their thoughts about working at Tillamook PUD and their commitment to employment during breaks at college.
- b. The applicant will submit three (3) letters of recommendation; one from a school counselor or administrator, one from an employer, coach or teacher and the third letter from a personal reference (excluding school officials or family members).
- c. The applicant must submit an official copy of high school transcripts.

5. SELECTION PROCESS

- a. The five-member Tillamook PUD Board of Directors will make a recommendation to the General Manager for the selection of the College Work Program recipient.
- b. A winner and an alternate are chosen. (See 1 d.)
- c. The successful candidate is required to submit a photo that will be used for a press release.
- d. Tillamook PUD is an equal opportunity provider and employer. The award is granted without regard to the applicant's race, color, national origin, religion, gender, gender identity (including gender expression), sexual orientation or preference, pregnancy, age, disability, marital status / familial status, veteran's status, genetic information or history, or any other protected status in accordance with local, state, and federal law. The District makes the award decision based on an individual's qualifications, ability to perform the job, and overall contribution to the District.

6. JOB DESCRIPTION

- a. Varied tasks typical to the operation of an electric utility.
- b. First-aid/CPR training and flagging certification will be provided.
- c. A student typically assists line crews and right-of-way clearing crews.
- d. The fourth year, the student may have the opportunity to work inside the office, possibly in the student's chosen field of study.

7. CONDITIONS AND REQUIREMENTS FOR CONTINUED ELIGIBILITY

- a. The student must maintain a 2.5 GPA (cumulative) and be enrolled as a full-time student – typically a minimum of 12 credits per term.
- b. Recipient begins work immediately following high school graduation.
- c. The student must perform satisfactorily on the job and maintain standards of personal conduct consistent with the high standards of the District. The recipient will receive periodic written reviews and evaluations.
- d. The student is required to submit grade transcripts to Nancy Dillard, Executive Assistant, within one month after the end of each term. Student may print an electronic copy after the Fall and Winter terms with an official school transcript at the end of the school year.
- e. Termination may occur if the student fails to meet any of the above requirements.