



Telecommunications  
Electric  
Water  
Gas



American Public Power Association

Greetings!

Thank you for applying for our opening.

In order to make this go as quickly and easily as possible for everyone, here are some guidelines for filling out the application.

Only applications received during the listed time frame for posted and advertised openings will be accepted. HMU does not accept nor solicit applications when there are no posted or advertised openings.

Please do not fill out an application until you have read and understand the Job Description duties of the open position. If a Job Description is not readily available, please request one.

All parts and blanks of the application must be filled out including signature and date on the back page. **No unsigned applications will be accepted.** Please do not substitute a resume for completing the application.

Please list your main job duties and functions under Employment Experience. "See Resume" will not be considered a valid substitute.

Applications will be accepted through March 20, 2024, or until position is filled.

Please mail applications to: Jennifer Kelly, PO Box 71, Harlan, IA 51537 or email to [jkelly@hmunet.com](mailto:jkelly@hmunet.com).

Applications can also be dropped off at Harlan Municipal Utilities; 2412 Southwest Ave., Harlan, IA 51537.

Thank you for your interest in employment at Harlan Municipal Utilities.

Cashier  
25 hours per week 11:30 am - 4:30 pm  
Able to work flexible hours when needed  
Must pass pre-employment drug screen and background  
check

# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

*(PLEASE PRINT)*

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Employer Website	<input type="checkbox"/> Social Media
<input type="checkbox"/> Radio	<input type="checkbox"/> Friend/ Relative	<input type="checkbox"/> Employee
Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Email Address

Best time to contact you: ..... : ..... AM/ PM

Best way to contact you: \_\_\_ Phone call \_\_\_ Text \_\_\_ Email

Are you at least 18 years of age?.....  Yes  No

Have you ever filed an application with us before?.....  Yes  No  
If Yes, give date \_\_\_\_\_

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

Do any of your friends or relatives, other than spouse, work here?.....  Yes  No

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?  
*Proof of citizenship or immigration status will be required upon employment*  Yes  No

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:

Full-Time (please indicate \_\_\_ Weekdays \_\_\_ Weekends \_\_\_ Evenings)

Part-Time (please indicate \_\_\_ Weekdays \_\_\_ Weekends \_\_\_ Evenings)

Temporary (please indicate dates available \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_)

Are you currently on "lay-off" status and subject to recall?.....  Yes  No

Can you travel if a job requires it?.....  Yes  No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Degree (Specify)
Elementary School				
High School				DIPLOMA YES OR NO
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

---



---



---



---



---



---



---



---



---



---

Are you currently or have you been in the US Military?  
 Yes     No

If so, please list time periods and any job-related training received.

---



---



---



---



---



---



## ADDITIONAL INFORMATION

### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

---



---



---



---



---

### SPECIALIZED SKILLS (EQUIPMENT OPERATED)

<u>MACHINERY/ OFFICE EQUIPMENT</u>	<u>SOFTWARE</u>	<u>OTHER</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

*State any additional information you feel may be helpful to us in considering your application.*

---



---



---



---

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.  Yes  No

### REFERENCES

1.	( )	
	(Name)	Phone#
	(Address)	Relationship
2.	( )	
	(Name)	Phone#
	(Address)	Relationship
3.	( )	
	(Name)	Phone#
	(Address)	Relationship

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I authorize Harlan Municipal Utilities to investigate all statements contained in my application for employment and to investigate my qualifications, education, training, and work experience.

I authorize Harlan Municipal Utilities to do a background check.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

Position(s) Applied For Is Open:  Yes  No

Position(s) Considered For: \_\_\_\_\_

Arrange Interview  Yes  No Date & Time \_\_\_\_\_

Remarks \_\_\_\_\_  
\_\_\_\_\_

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/ Salary \_\_\_\_\_

Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE DATE

Position Title: **CASHIER**  
Pay Range: H-.5 to H-2  
Residency Classification: Non-Emergency  
Status: Non -Exempt  
Supervisory  
Responsibilities: None  
Reports to: Director of Administration



**Summary:** This individual performs cashier/ customer service duties in a manner that will assure positive customer relations. Duties must be performed in a manner that is accurate, timely, safe and adheres to Harlan Municipal Utilities' policies. This individual also aids in the maintenance of a smoothly interacting flow of operations.

**Job Content:**

- Balance cash drawer reflecting payments and currency are equal
- Answer incoming telephone calls, wait on walk-in customers and assist in any way possible or route to the most appropriate staff member
- Post payments and assist other personnel as needed
- Attend meetings and any other duties requested or required
- Promotes and follows safe working conditions by adhering to and practicing safe and efficient work rules as established

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- **Education and/or Experience:** High School graduate or equivalent. Cashier and/ or customer service experience a plus. Ability to function in a fast-paced work environment.
- **Language Skills:** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to effectively present information and respond to questions from citizen groups, customers, governmental entities and the general public.
- **Mathematical Skills:** Ability to apply basic concepts of math.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form.
- **Certificates, Licenses, Registrations:** Prefer possession of a valid Iowa driver's license. Must follow all Federal, State, Local & HMU drug and alcohol and safety policies.
- **Physical Demands:** None beyond normal typing, 10-key typing, talking, hearing, walking, standing, sitting, vision and minor lifting of up to 25 pounds.
- **Work Environment:** The work environment is that which is typical of a basic office environment and surroundings.
- **Office Equipment/Software:** Must be capable of operating basic office equipment, e.g., copier, fax, computer, postage machine, etc. Must be computer literate. Must be able to learn proprietary software, along with basic office programs.

Position Title: **CASHIER**  
Pay Range: H-.5 to H-2  
Residency Classification: Non-Emergency  
Status: Non -Exempt  
Supervisory  
Responsibilities: None  
Reports to: Director of Administration



This position description has been developed to enhance the communication of the job in conjunction with performance expectations between the employee and supervisor. The information contained in the position description is designed to reflect the characteristics of the job. From time to time, the employee may be expected to perform duties that are not reflected in this description. This information will be reviewed on a regular basis for modification and change. Either the employee or management may initiate this review at any time.

I have read and understand the information contained in the job description and qualifications. This position description has been developed to enhance the communication of the job in conjunction with performance expectations between the employee and supervisor. The information contained in the position description is designed to reflect the characteristics of the job. From time to time, the employee may be expected to perform duties that are not reflected in this description. This information will be reviewed on a regular basis for modification and change. Either the employee or management may initiate this review at any time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date