



Full Name \_\_\_\_\_

School \_\_\_\_\_

Current GPA \_\_\_\_\_

Preliminary Process Packet Check List

1. THIS CHECK LIST - **RETURN**

Only 3 pages will be **returned** to STW Coordinator for processing

2. CAD STUDENT INFO SHEET - **RETURN**

3. STUDENT GUIDELINES / TVA VALUES - **RETAIN ONSITE AT STW OFFICE**

4. EMERGENCY INFO- **RETAIN ONSITE AT STW OFFICE**

5. DRIVERS LICENSE OR STATE/GOVERNMENT ISSUED PHOTO ID - **RETURN**

The school-to-work program is a training program that helps students prepare for jobs in the drafting/engineering field. Each semester and in the summer we have to graduate students to make room for the next group. Students that maintain a high level of performance may be able to continue the program while attending college. Eligibility for continued employment during college depends on the needs of TVA and alignment of the students education/career path with TVA needs. Also, by signing below you're granting permission for the applicant to ride in a TVA vehicle to be processed for employment at one of our corporate office complexes.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature if under 18**

\_\_\_\_\_  
**Date**

\*\* This is not the employment packet - The contract supplier will provide the employment packet\*\*  
This is a preliminary process packet to submit to our contract supplier. A background check and other employment requirements are set forth from the supplier.

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**TVA REP ONLY**

IQN Entry

Customer Funded

Database Entry

Customer Form

Check-in Form Email Lead and COC

Badge Request Form If Applicable

\_\_\_\_\_  
Customer Contact

Unreadable forms will not be submitted



PRINT FULL NAME: \_\_\_\_\_

First, Middle, Last

SSN	
DATE OF BIRTH	
GENDER / RACE	
HOME ADDRESS	
CITY, STATE, ZIP	
HOME PHONE	
MOBILE PHONE	
**EMAIL ADDRESS	

**THIS SECTION TO BE COMPLETED BY TVA REP ONLY**

PAY RATE PER HOUR	
START DATE	
DEPARTMENT ID	D171460000 (CADNet STW PROGRAM)
PAYROLL NUMBER	213500
WORK LOCATION	
Supervisor - TVA	M. Shane Bales - 865-632-8273
CADNet Coordinator	<a href="mailto:msbales@tva.gov">msbales@tva.gov</a> WTCB - K

**\*\*Valid Email Address Required\*\* - JSG Employment Packet Will Be Emailed**

**CAD Student Information - Must be submitted before student can be paid by JSG**

**I acknowledge I will not receive pay for work completed until all paperwork is accurately completed and returned to be entered by Johnson Service Group.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Required: Techer Recommendation**

The applicant above has completed at least one semester of CAD or drafting instruction. By signing below I recommend the applicant for consideration in CADNet School-to-Work program.

\_\_\_\_\_  
CAD/Drafting - Teacher Signature

\_\_\_\_\_  
Email Address For Verification



# Student Guidelines

## **CADNet Rules and Guidelines**

1. No cell phones. School to work participants are not to make personal calls on TVA time unless in the event of an emergency.
2. Hats/caps/scarves or other head coverings are not to be worn in the building at anytime.
3. No Flip-Flop type sandals
4. No shorts of any kind.
5. Revealing attire is considered inappropriate. Mesh and see through materials should not be worn.
6. Shirts/blouses must meet pants or skirts so that no midriff skin shows.
7. Clothing may not exhibit written pictorial, or implied reference to drugs, alcohol, tobacco, or other illegal activities/substances. Slogans that are sexually suggestive contain or include negative, disruptive phrases or pictorials should not be worn.
8. No tank tops allowed.
9. Neither clothing nor hairstyle should be such as to draw unusual attention to a specific student.
10. Slacks/jeans/pants should be worn at/near the waist, not at/near the hips.
11. All CAD labs are smoke free facilities.
12. No profanity will be tolerated during employment on a TVA worksite or lab.
13. Any TVA assessment that will be taken during employment must be passed with an 80 or higher percentage. You have up to 3 times to pass these assessments; however, in the event the assessment is failed 3 times you will forfeit your participation in the program.

## **Absences or Tardiness**

Participants must notify teacher and appropriate supervisor when unable to attend school or work. Excessive absences or excessive tardiness will not be permitted. Doctor statement could be required if excessive absences occur. If excessive tardiness (limit three times) occurs during employment on the work site, participant will forfeit their opportunity to be in the school-to-work program. If the participant is absent from school, they will not be allowed to report for work that day.

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Signature

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Print Name

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Date

# TVA Values

**Our values are the fundamental beliefs that guide our actions, our behaviors and our decisions as a company. Collectively, they define how we achieve our mission – the way we do business, treat others and reward performance.**

**Our values are modeled and practiced by all TVA employees. Living our values means that we are actively committed to demonstrating them in our day-to-day behaviors.**

## Safety

We share a professional and personal commitment to protect the safety of our employees, our contractors, our customers, and those in the communities that we serve.

## Service

We are privileged to be able to make life better for the people of the Valley by creating value for our customers, employees and other stakeholders. We do this by being a good steward of the resources that have been entrusted to us, and a good neighbor in the communities in which we operate.

## Integrity

We conduct our business according to the highest ethical standards and seek to earn the trust of others through words and actions that are open, honest and respectful.

## Accountability

We take personal responsibility for our actions, our decisions and the effectiveness of our results, which must be achieved in alignment with our company values.

## Collaboration

We're committed to fostering teamwork, developing effective partnerships and valuing diversity as we work together to achieve results.

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Applicant Signature

Date

# EMERGENCY INFORMATION

(if more than one emergency contact, use space below)

\_\_\_\_\_ Emergency Contact Name  
Street \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Country \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Same Address/Telephone as employee YES OR NO \_\_\_\_\_  
Different Address/Telephone as employee YES OR NO \_\_\_\_\_  
Primary Contact YES OR NO \_\_\_\_\_

Relationship to Employee (check one)

\_\_\_\_\_ Spouse  
\_\_\_\_\_ Mother  
\_\_\_\_\_ Father  
\_\_\_\_\_ Sister  
\_\_\_\_\_ Brother  
\_\_\_\_\_ Son  
\_\_\_\_\_ Daughter  
\_\_\_\_\_ Other Relative  
\_\_\_\_\_ Friend  
\_\_\_\_\_ Neighbor  
\_\_\_\_\_ Roommate  
\_\_\_\_\_ Other

Marital Status Of Applicant (check one)

\_\_\_\_\_ Single  
\_\_\_\_\_ Married  
\_\_\_\_\_ Divorced  
\_\_\_\_\_ Widowed  
\_\_\_\_\_ Separated

# CHAIN OF COMMAND

**Janice Horn**

Supervisor  
423-751-8863 (Chatt.)  
jthorn@tva.gov

**Shane Bales**

Program Coordinator  
865-632-8273  
msbales@tva.gov

**Knoxville Address:**

400 W. Summit Hill Dr., WT CB-K  
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**TOWERS OFFICE**

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**TYNER OFFICE**

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**NORTHEAST ALABAMA  
COMMUNITY COLLEGE (NACC)**

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kdrossmeier@tva.gov

**AVTF-CHICKAMAUGA**

Leetha Abazid  
423-645-4190  
tlabazid@tva.gov

The above is the chain of command for the office to which you are assigned.

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Signature

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Date