

**APPLICATION FOR EMPLOYMENT**

Corning Natural Gas is an Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**PERSONAL INFORMATION**

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_ Mobile Phone # (\_\_\_\_) \_\_\_\_\_

Are you eligible to work in the U.S? \_\_\_Yes \_\_\_No

Are you at least 18 years or older? *If no, you may be required to provide authorization to work.*

\_\_\_Yes \_\_\_No

Have you ever been terminated from employment or asked to resign by an employer?

\_\_\_Yes \_\_\_No

**If yes**, please provide company names and details

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

Can you work any shift? \_\_\_Yes \_\_\_No

Can you work overtime, including weekends? \_\_\_Yes \_\_\_No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? \_\_\_Yes \_\_\_No

**EMPLOYMENT DESIRED**

Date you can start \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed? \_\_\_\_\_

If so, may we inquire of your present employer? \_\_\_\_\_

**REFERRAL SOURCE**

How did you hear about us? \_\_\_\_\_ **Walk In** \_\_\_\_\_ **Advertisement Referral** \_\_\_\_\_ **Other**

Do you know anyone who works for our company? \_\_\_Yes \_\_\_No

If yes, who? \_\_\_\_\_

EDUCATION	Name and Location of School	No. of Years Attended	Degree Received	Subjects Studied/Major
High School				
College or University				
Trade, Business or Correspondence School				

Do you have any unique skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

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Computer Skills/Register Skills (please describe):

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**EMPLOYMENT HISTORY**

Include your last three (3) positions, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration. Please do not write "SEE RESUME" in the employment history section.*

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Job Title: \_\_\_\_\_

(Month/Year to Month/Year)

Immediate Supervisor: \_\_\_\_\_

Nature of Work Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Job Title: \_\_\_\_\_

(Month/Year to Month/Year)

Immediate Supervisor: \_\_\_\_\_

Nature of Work Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Job Title: \_\_\_\_\_

(Month/Year to Month/Year)

Immediate Supervisor: \_\_\_\_\_

Nature of Work Performed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Give the names of three persons not related to you, whom you have known at least three (3) years.  
(Former Supervisor, Professor, Coworker)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Company: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Company: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Company: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

**CRIMINAL CONVICTION HISTORY**

Have you ever been convicted of a crime? \_\_\_Yes \_\_\_No \_\_\_Not Sure

*“Convicted of crime” means that you pled guilty to or were found guilty (by a judge or jury) of a felony or misdemeanor. It does not include violations or traffic tickets. This question applies to all courts, federal, state, town, village, city, etc., and it applies to any criminal conviction you may have in a foreign country. You are not required to answer “yes” if the case was adjourned in contemplation of dismissal, or you were granted youthful offender status.*

*It is the policy of Corning Natural Gas Corporation not to discriminate against applicants who have a criminal record. A criminal conviction does not result in an automatic disqualification. All applicants are examined on a case-by-case basis,*

*taking into account a series of factors Corning Natural Gas Corporation is required to review. For example, Corning Natural Gas Corporation will take into consideration the specific duties and responsibilities of the position you are applying for, and the bearing, if any, the criminal conviction will have on your fitness or ability to perform one or more such duties or responsibilities.*

*If you have been convicted of a crime, and you fail to disclose the conviction, Corning Natural Gas Corporation, reserves the right to terminate your employment should you in fact be hired. Please be honest about your criminal convictions so that your application can be properly assessed.*

- If your answer to the question above is “no” you are not required to answer any of the other questions in this section.
- If your answer to the question above is “not sure” please contact the Corning Natural Gas Corporation Human Resources Department at 607-936-3755.
- If your answer to the question above is “yes”, please complete the remaining questions in this section.

For each criminal conviction you may have, please answer the following questions. Please do not list all criminal convictions together.

How many criminal convictions do you have? \_\_\_\_\_

If you have more than one criminal conviction, please contact the Corning Natural Gas Corporation Human Resources Department at 607-936-3755.

Each criminal conviction must be explained separately.

What was the crime you were convicted of? (Please describe in as much detail as possible).

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Was the crime a felony or misdemeanor?

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What Court did the conviction occur in? \_\_\_\_\_

When did the criminal conviction occur? (Please provide month and year at a minimum).

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*Please note that Corning Natural Gas Corporation will consider how much time has elapsed since the occurrence of the criminal offense and the date of your application.*

How old were you at the time of the criminal offense? *Please note Corning Natural Gas Corporation is not asking you for your date of birth.* \_\_\_\_\_

Do you have any information you would like to produce Corning Natural Gas Corporation in regard to your rehabilitation and good conduct? (Check One) \_\_\_Yes \_\_\_No

If yes, what information would you like Corning Natural Gas Corporation to consider. Please note that this information may be produced by you or someone on your behalf.

Have you obtained a Certificate of Relief from Disabilities? *Please note that the issuance of a Certificate of Relief from Disabilities creates a presumption of rehabilitation regarding the criminal offense or offenses specified therein.* \_\_\_Yes \_\_\_No If yes, please produce a copy.

Have you obtained a Certificate of Good Conduct? *Please note that the issuance of a Certificate of Good Conduct creates a presumption of rehabilitation regarding the criminal offense or offenses specified therein.* \_\_\_Yes \_\_\_No If yes, please produce a copy.

Is there anything else you would like Corning Natural Gas Corporation to consider relative to your criminal conviction? *Please note you are not required to provide any answer to this question. However, if there is some other positive factor you would like Corning Natural Gas Corporation to consider, this is your opportunity to discuss.*

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**Please Read Carefully Before Signing.**

Corning Natural Gas Corporation is an equal opportunity employer. Corning Natural Gas Corporation does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Corning Natural Gas Corporation to hire me. If I am hired, I understand that either the Corning Natural Gas Corporation or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Corning Natural Gas Corporation has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to the Corning Natural Gas Corporation true and complete information on this application. No requested information has been concealed. I authorize Corning Natural Gas Corporation to contact the references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THE APPLICATION WILL BE KEPT ON FILE IN ACCORDANCE WITH FEDERAL AND STATE  
EMPLOYMENT LAWS**