



105 Schneider Lane
Milford, PA 18337
(855) 855-2050
www.pclpeg.com

APPLICATION FOR EMPLOYMENT

Pike County Light and Power 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? _____



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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.

Computer Skills/Register Skills (please describe):

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.*



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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: _____



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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 Pike County Light and Power 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,



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taking into account a series of factors Pike County Light and Power is required to review. For example, Pike County Light and Power 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, Pike County Light and Power, 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 Pike County Light and Power 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 Pike County Light and Power 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).

Was the crime a felony or misdemeanor?

What Court did the conviction occur in? _____



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

Please note that Pike County Light and Power 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 Pike County Light and Power is not asking you for your date of birth.* _____

Do you have any information you would like to produce Pike County Light and Power in regard to your rehabilitation and good conduct? (Check One) ___Yes ___No

If yes, what information would you like Pike County Light and Power 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 Pike County Light and Power 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 Pike County Light and Power to consider, this is your opportunity to discuss.*



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Please Read Carefully Before Signing.

Pike County Light and Power is an equal opportunity employer. Pike County Light and Power 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 Pike County Light and Power to hire me. If I am hired, I understand that either the Pike County Light and Power 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 Pike County Light and Power has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to the Pike County Light and Power true and complete information on this application. No requested information has been concealed. I authorize Pike County Light and Power 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**