



## EMPLOYMENT APPLICATION

**TNG Utility is an Equal Opportunity Employer, and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, veteran status, or sexual orientation in the employment or the provision of services.**

Date: \_\_\_\_\_

**Instructions:** Print all information and answer all questions completely and honestly in the spaces provided. Please return completed application to TNG Utility Corp.

### PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last First Middle

Last four (4) digits of Social Security Number: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street & Number City State Zip

Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Evening Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Are you related by kinship or marriage to any current employee of TNG Utility? Yes  No

Position Applied for: \_\_\_\_\_

When can you start work? \_\_\_\_\_

How many hours can you work each week? \_\_\_\_\_

If your age is below 18, give date of birth: \_\_\_\_\_

Are you eligible to work in the US? Yes  No

Do you have a valid driver's license? Yes  No

## GENERAL EDUCATION

**High School/GED:** \_\_\_\_\_  
Name of School Location

Are you currently enrolled? Yes  No

Did you graduate? Yes  No

**Trade or Vocational School:** \_\_\_\_\_  
Name of School Location

Are you currently enrolled? Yes  No  Credit Hours: \_\_\_\_\_

Did you graduate? Yes  No  Major: \_\_\_\_\_

Completed degree? Yes  No  \_\_\_\_\_

**College or University:** \_\_\_\_\_  
Name of School Location

Are you currently enrolled? Yes  No  Credit Hours: \_\_\_\_\_

Did you graduate? Yes  No  Major: \_\_\_\_\_

Completed degree? Yes  No  \_\_\_\_\_

## WORK HISTORY

Please start with your MOST RECENT job and work to your FIRST job. You may list both paid and non-paid jobs, such as volunteer work and internships. Use additional paper if necessary.

Employer Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Are you currently employed: Yes  No

Reason for leaving? \_\_\_\_\_

Monthly Salary: \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Start End

Job duties: \_\_\_\_\_

\_\_\_\_\_

## WORK HISTORY

Start with your FIRST job and work forward to the MOST RECENT. You may list both paid and non-paid jobs, such as volunteer work and internships. Use additional paper if necessary.

Employer Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Telephone Number:(\_\_\_\_\_) \_\_\_\_\_ Are you currently employed: Yes  No

Reason for leaving? \_\_\_\_\_

Monthly Salary: \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Start End

Job duties: \_\_\_\_\_  
\_\_\_\_\_

Employer Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number:(\_\_\_\_\_) \_\_\_\_\_ Are you currently employed: Yes  No

Reason for leaving? \_\_\_\_\_

Monthly Salary: \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Start End

Job duties: \_\_\_\_\_  
\_\_\_\_\_

Employer Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number:(\_\_\_\_\_) \_\_\_\_\_ Are you currently employed: Yes  No

Reason for leaving? \_\_\_\_\_

Monthly Salary: \$ \_\_\_\_\_ \$ \_\_\_\_\_  
Start End

Job duties: \_\_\_\_\_  
\_\_\_\_\_

## CRIMINAL CONVICTION RECORD

TNG Utility Corp. has an obligation to provide a safe work environment for its customers and employees, and to protect its customer's property. For these reasons, all job applicants must provide and certify their complete adult criminal conviction record. This includes any conviction and/or deferred adjudications where the final disposition is still pending (i.e. the original charge has not been judicially dismissed) from the age of 17 until now. Before an applicant is hired for a position, the recency, severity, and direct job relatedness of the conviction(s) are compared to the functions of the vacant position. Based on that review, an applicant may not be hired. However, a criminal conviction does not necessarily disqualify an individual from being hired.

Conviction verification may be conducted. If the verification results show that false statements including omissions were made by the application their criminal conviction record, then their application for employment, as well as any actions based upon it, will be voided and the person will not be eligible for future employment.

Do you have any criminal convictions and/or deferred adjudications where the final disposition is still pending (i.e. the original charge has not been judicially dismissed) from the age of 17 until now?

Yes

No

If the answer is yes, complete ALL information from the oldest to the most recent.

Date of Conviction	Location of Conviction	Name of Court	Mark appropriate box			Nature of Conviction
			Misde-Meanor	Felony	Deferred Adjudication	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## NOTICES

**SOCIAL SECURITY NUMBERS:** Disclosure of your Social Security Number (SSN) is requested as part of your employment application for employment with TNG Utility Corp. During the employment application process, your SSN will be used as a unique number in order to identify you. Disclosure of your SSN at the time that you apply for employment is voluntary, but disclosure of your SSN is mandatory before you may be employed by TNG Utility Corp. Federal Law requires TNG Utility Corp. to report income and SSNs for all employees to whom compensation is paid. Employee SSNs are maintained and used by TNG Utility Corp. for payroll and benefits (if any) purposes and are reported to Federal and State agencies on form required by law for benefits purposes.

### **AMERICANS WITH DISABILITIES ACT:**

The Americans with Disabilities Act was signed into law on July 26, 1990. TNG Utility Corp. complies with the ADA and is committed to non-discrimination in employment to persons with disabilities.

### **IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

The Immigration Reform and Control Act of 1986 require all employees to provide proof of identity and eligibility to work in the United States.

## ACKNOWLEDGEMENT

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, for termination. I understand any current or former employment at TNG Utility Corp. must be disclosed on my application. I understand that any offer of employment is contingent upon my agreement to abide by all the rules, policies, procedures and regulations of TNG Utility Corp., which are currently in place or will be in place in the future.

I hereby authorize TNG Utility Corp. or any law enforcement agency to furnish to TNG Utility Corp. my criminal conviction record for a deferred adjudication, misdemeanor or felony offense at age 17 or older. I do hereby release all agents, servants, and employees of TNG Utility Corp. the person in charge of such law enforcement agency or department and all members of such law enforcement agency or department from any and all liability resulting from the furnishing of this information to TNG Utility Corp.

I authorize TNG Utility Corp. to communicate with persons listed as references, former employers, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me.

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Signature of Applicant

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Date Signed