



EMPLOYMENT APPLICATION

- Instructions:**
1. Please print clearly with a ball-point pen. Use additional paper if necessary.
 2. Please show all dates numerically (*i.e.*, 01 through 12 for months; last 2 digits for years).
 3. Please complete all information, even if you attach a resume. Incomplete applications may not be considered.
 4. If you need an accommodation in order to complete the application, please contact the nearest Hydro location during normal business hours Monday – Friday.
 5. This application will remain active for 90 days after submission. After that time, resubmission is required.

I. Personal Data

Name: First	Middle	Last	Desired Employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Address: Street		City	State	Zip Code
How Long Have You Lived There? (If less than 5 years, provide prior address below).		Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No (If under 18, hire is subject to verification that you are of minimum legal age).		
Prior Address: Street		City	State	Zip Code
Phone Number: Home		Cell	Work	
Email address:				
Applying for following position(s):				
Salary desired:		Date available to begin:		
Have you ever been employed by or previously applied to Hydro or any of its affiliates or subsidiaries? If yes, please specify location and dates:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If required, are you available to work any shift and overtime any day? Preference of shifts:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
For Professional Positions only: Would you consider relocation? If yes, please specify geographic preference:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
How were you referred to Hydro? <input type="checkbox"/> State Employment Office <input type="checkbox"/> Internet <input type="checkbox"/> Hydro Employee <input type="checkbox"/> Other: <input type="checkbox"/> College Recruiting <input type="checkbox"/> Search Firm <input type="checkbox"/> Ad (Please specify).				
Name of referral source:				

In answering the question below, please note that a conviction will not necessarily disqualify you from employment. Hydro will comply with all applicable laws in making its hiring decision and will consider multiple factors in this process including, but not limited to, the nature and seriousness of the offense, the date of the offense, the nature of the job for which you are applying, whether the conviction affects your ability to perform the job for which you are applying, your age at the time of the offense and your rehabilitation efforts.

Have you been convicted of a crime in the last 7 years that has <i>not</i> been annulled, dismissed, erased, expunged, restricted, sealed, statutorily eradicated, shielded, or vacated?*	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide details below).
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*Applicants in any State or locality which prohibits an employer from asking this question on an employment application, including Applicants in California, Connecticut, Hawaii, Illinois, Massachusetts, Minnesota, New Jersey, Oregon, Rhode Island, Vermont and New York City should not answer this question. Applicants in any State which prohibits an employer from inquiring as to certain convictions, including Applicants in New York, Pennsylvania and Washington, should only answer this question to the extent required by applicable law; thus, Applicants in these three States must read the attached Addendum to Employment Application before answering this question.

II. Educational Data (If you attended school under a different name, please indicate name).

School	Name	Address	Major	Degree/Diploma
High School				
College / University				
College / University				
Graduate School				
Technical, Business, Other				
Professional Designations:				

III. Special Skills Data (If relevant, please indicate language fluency, training, awards or other skills).

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IV. Employment Data (Use additional paper if necessary).

List all positions held in the last 10 years, beginning with the most recent or current, including military service and volunteer work.

Have you ever been terminated or asked to resign from any job? Yes No (If yes, please explain circumstances below).

Are you subject to any contractual or other obligations that would prevent or restrict you from fully performing your employment duties (e.g., non-competition or non-solicitation covenants)? Yes No (If yes, please describe obligations below).

Name of Employer:	Address:	Telephone No.:	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name and Title of Supervisor:	Position Held:	Dates of Employment (Month/Year) From: To:	
Base Pay:* Start \$	End \$	Describe any additional compensation (e.g., bonus):	
Description of Job Duties:			
Reason for Leaving:			

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Name and Title of Supervisor:	Position Held:	Dates of Employment (Month/Year) From: To:	
Base Pay:* Start \$	End \$	Describe any additional compensation (e.g., bonus):	
Description of Job Duties:			
Reason for Leaving:			

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Name and Title of Supervisor:	Position Held:	Dates of Employment (Month/Year) From: To:	
Base Pay:* Start \$	End \$	Describe any additional compensation (e.g., bonus):	
Description of Job Duties:			
Reason for Leaving:			

* Applicants applying for positions in California, Delaware, New York and Oregon should not answer this question.

V. Certification & Authorization – Please read carefully before signing.

I certify that the information in this application and provided during the hiring process is accurate, true and complete. I intend any photocopy, facsimile or electronic copy of this application to be as valid as the original. I understand that providing any false information or any omission may result in my disqualification for employment and, if I am hired, my immediate termination.

I authorize Hydro and its employees and agents to perform an investigation of the information I have provided including, but not limited to, prior employment and education. I understand that, if appropriate, Hydro may also investigate my driving record, credit history and/or criminal conviction history. I fully waive and release any rights or claims I have against Hydro, along with its employees and agents, or any individual or entity that is contacted or provides information as part of the investigation, for any and all claims that may result, directly or indirectly, from the

use, disclosure or release of any such information, regardless of whether the information is favorable or unfavorable.

I understand that I may be required to undergo a drug test and a physical examination prior to becoming an employee. I further understand that any employment offer that is extended to me is contingent upon my ability to perform the essential functions of the job (with or without reasonable accommodation).

I understand that any employment with Hydro is “at will” which means that any employee would be free to resign at any time, with or without notice, and Hydro may terminate or alter an employee’s employment, position, duties, title or compensation at any time, with or without notice, and with or without cause. I also understand that nothing in this application is intended to imply or create a contract of employment or otherwise give rise to any contractual rights or obligations.

Signature: _____

Date: _____

Printed Name: _____

All phases of employment at Hydro are based upon an individual’s qualifications as related to the position’s requirements. This policy is applied without regard to race, sex, religion, creed, color, national origin, citizenship, disability, handicap, age, military status, marital status, sexual orientation, gender identity, ancestry, veteran status (including status as a disabled veteran, veteran of the Vietnam era or other covered veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized), or any other category protected by law.

Hydro is an Equal Opportunity/Affirmative Action Employer



ADDENDUM TO EMPLOYMENT APPLICATION

New York Applicants should not disclose any action resolved through a youthful offender adjudication.

Pennsylvania Applicants should not disclose any conviction that is the subject of a court order for limited access.

Washington Applicants should not disclose any conviction that does not relate reasonably to the job duties of the position for which the applicant is applying.