

UCP Central PA

925 Linda Lane • Camp Hill, PA 17011 • (717) 737-3477 • (717) 975-3333 fax

APPLICATION FOR EMPLOYMENT

UCP is an Equal Opportunity Employer and fully subscribes to the principles of Equal Employment Opportunity. Applicants are considered for all positions for which they apply without regard to race, color, religion, sex, national origin, age, marital status, disability or any subsequently protected class of people.

Please type or print requested information in ink.

Date of Application: _____

PERSONAL INFORMATION			
Last Name	First Name	Middle Name	Social Security Number
Street Address	City	State	Zip
Telephone Number			
In case of emergency, please notify:	Name	Address	Telephone Number

How long have you been at your current address? _____ Yrs. / _____ Mos.

If less than three years, please list former address(es) beginning with next most recent:

# Years	Address	City	State/Zip

# Years	Address	City	State/Zip

Are you known to employers, schools or references by another name? Yes No If Yes, provide name(s): _____

Are you at least 18 years of age? (legal verification may be required) Yes No

Are you a US Citizen? Yes No If No, indicate type of Visa and alien registration number: _____

Have you ever been employed by us before? Yes No If Yes, provide position and date(s): _____

AVAILABILITY

I am applying for the following position(s): _____

I am available to work: Full Time Part Time On Call

I learned about the position(s) from: Newspaper Radio Relative Friend Job Center Self Employment Agency Other _____

I have commitments to another employer, "side-line" business interest and/or the military, which might affect my employment with UCP. Yes No

I am available for work on _____
Date

MOTOR VEHICLE RECORD / INFORMATION

Do you have a valid driver's license? Yes No If Yes, in what state was it issued? _____

Have you ever been convicted of a moving car violation (including but not limited to speeding, running stop signs / red lights, reckless driving, DUI, etc.)? Yes No If Yes, please explain: _____

If driving is a requirement of the job for which you are applying, do you have access to a vehicle? Yes No

If Yes: Is the vehicle currently insured? Yes No
 Are you insured to drive the vehicle? Yes No
 Is the vehicle currently registered for operation? Yes No
 Is the vehicle currently inspected for operation? Yes No

MISCELLANEOUS

Have you ever been bonded? Yes No If Yes, when? _____

Have you ever been convicted of a felony? Yes No If Yes, please explain: _____

Have you ever been convicted of a misdemeanor? Yes No If Yes, please explain: _____

A criminal or misdemeanor conviction will not necessarily prevent your employment with UCP. Factors such as age and nature of the offense will be considered.

REFERENCES

Please provide name, address & telephone number of three personal references who are not related to you and are not a current or previous supervisor/employer.

Name	Address	Telephone Number

EDUCATION

School Name & Location	Did you graduate?		Courses of Study
	Yes	No	
High School			
College			Major _____ Degree _____
Other			
Other			

WORK EXPERIENCE

Starting with your present or most recent employer, please list below your four most recent employers. If applicable,

please include any periods of military service and/or unemployment.

Company	Address & Phone	Mo/Yr	Rate of Pay	Title of Last Job Held	Reason for Leaving
				Name of Supervisor	
		From	Starting		
		To	Final		
		From	Starting		
		To	Final		
		From	Starting		
		To	Final		
		From	Starting		
		To	Final		

CLEARANCES			
Child Protective Service Act	NA _____	Active _____	Needs _____
State Police Criminal Record Check	NA _____	Active _____	Needs _____

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false answer or statement or implications made by me in this application or other required documents may, at UCP's sole discretion, be sufficient cause for denial of employment or discharge.

I authorize investigation of all statements contained herein (including criminal record checks in accordance with the Child Protective Services Act, a child abuse record check) and the references listed on this application to provide you with any and all information concerning my current or previous employment, education and activities and release all parties from all liability for any damage that may result from furnishing same to you. Furthermore, if an offer of employment is made to me, I agree to produce to UCP valid documentation establishing my identity and employment eligibility.

I understand that nothing contained in this employment application or the granting of an interview is intended to create an employment contract between UCP and myself for either employment or in the providing of benefits. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon UCP unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that UCP retains similar right.

Applicant's Signature *Date*

Interviewer's Signature *Date*

<p>For office use only:</p> <p>Personal References Verified _____ (initial & date)</p> <p>Past Employment Verified _____ (initial & date)</p>
