

UNTRA EMPLOYMENT APPLICATION FORM (UEAF v5.0)

All information must be completed. You may attach a resume, but not in place of completing the required information. You may fax the form to **215.873.0801** or send it via mail to: **Untra Corporation, Attn: HR Dept., 234 Market Street, 2nd Floor West. Philadelphia, PA 19106.**

Untra Corporation is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

POSITION

Position(s) Applied For / Announcement # (if available)	How Did You Learn / Referred By
---	---------------------------------

PERSONAL

Last Name	First Name	Middle Initial	Social Security Number
Primary Email Address		Home Telephone	
Current Address, City, State, Zip		Mobile Telephone	
Permanent Address, City, State, Zip (if different from above)		Work Telephone	
Emergency Contact Name and Relation		Emergency Contact Telephone	
Emergency Contact Address, City, State, Zip		Salary Desired (if applicable)	
Have you ever interviewed with our company or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list date(s), job title(s) & location(s)\		
Have you ever been employed by our company or its affiliates before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list date(s), job title(s) & location(s)		
Do you have any relatives employed by our company or its affiliates? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list date(s), job title(s) & location(s)		
Are eligible to work in the USA? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you may be asked to provide documentation.		
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION

Circle Highest Grade Completed: High School 9 10 11 12
 College, Trade or Business 1 2 3 4 6
 Graduate Studies _____

School	City, State and Country	Major Studies	Degree, Diploma, License or Certificate
High School			
College/University			
College/University			
Training, Certification, Other			
List Any Professional Designations			
Other Special Knowledge, Skills or Qualifications			

REFERENCES

Please provide at least TWO references.

Name and Title	Company / Address	Telephone / Email	# of Years Known
Name and Title	Company / Address	Telephone / Email	# of Years Known
Name and Title	Company / Address	Telephone / Email	# of Years Known
Name and Title	Company / Address	Telephone / Email	# of Years Known

EMPLOYMENT HISTORY

Please provide your employment history as completely as possible starting with your present or most recent employer. Applications must be filled out completely and clearly showing that minimum qualifications are met. Include all paid, non-paid, volunteer and military experience. If your title and duties changed in the course of your employment in any one organization as a result of a promotion or reclassification of your position, please indicate such changes clearly and as separate employment. A resume may be included giving a more detailed description of work performed or a listing of additional jobs. However, all the questions on this form about dates, titles, and reason for leaving must be answered.

Employed From / /	Employer Name	Employer Website	Starting Salary
Employed Until / /	Employer Address		Ending Salary
Position / Job Title		Supervisor Name	
Reason for Leaving		Supervisor Phone Number and Email	
# of Hours Worked Per Week		# of Employees Supervised	
Summary of Duties & Responsibilities			

Employed From / /	Employer Name	Employer Website	Starting Salary
Employed Until / /	Employer Address		Ending Salary
Position / Job Title		Supervisor Name	
Reason for Leaving		Supervisor Phone Number and Email	
# of Hours Worked Per Week		# of Employees Supervised	
Summary of Duties & Responsibilities			

Employed From / /	Employer Name	Employer Website	Starting Salary
Employed Until / /	Employer Address		Ending Salary
Position / Job Title		Supervisor Name	
Reason for Leaving		Supervisor Phone Number and Email	
# of Hours Worked Per Week		# of Employees Supervised	
Summary of Duties & Responsibilities			

Employed From / /	Employer Name	Employer Website	Starting Salary
Employed Until / /	Employer Address		Ending Salary
Position / Job Title		Supervisor Name	
Reason for Leaving		Supervisor Phone Number and Email	
# of Hours Worked Per Week		# of Employees Supervised	
Summary of Duties & Responsibilities			

GENERAL

Yes No

- May we contact your current employer for references?
- Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?
- If hired, will you be able to work nights?
- If hired, will you be able to work weekends?
- If hired, will you be able to work overtime?
- If hired, will you be able to work holidays?
- Do you have a car?
- If hired, are you willing to travel?
- Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which have not been annulled, expunged or seals by court? ("Yes" response does not automatically disqualify your application.)

CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by the Untra Corporation, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize the Untra Corporation to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Untra Corporation and will hold the Untra Corporation and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize the Untra Corporation to obtain any credit and consumer check.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the Untra Corporation is intended to create an employment contract between myself and the Untra Corporation under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by the Untra Corporation or me at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents, which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Print Name

Signature

Date