



# An Equal Opportunity Employer

Federal, State and Local Laws prohibit discrimination because of race, color, sex, age, national origin, ancestry, handicap or veteran status.

**APPLICATION FOR EMPLOYMENT** (Please print legibly) Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First M.I.

Present Address \_\_\_\_\_  
Number Street City State Zip Code

Telephone Number \_\_\_\_\_ Business \_\_\_\_\_ Alternate \_\_\_\_\_  
Home

Are you 18 years old or older? Yes \_\_\_ No \_\_\_ How were you referred to us? \_\_\_\_\_  
(Newspaper Ad, Job Fair, Employee, Other)

List previous addresses within the United States except military, if address has changed during the past five years:

Number Street City State Zip Code Date (From/To)

Number Street City State Zip Code Date (From/To)

List position applied for:

First preference \_\_\_\_\_ Rate of expected Pay \_\_\_\_\_ per \_\_\_\_\_

Second preference \_\_\_\_\_ Rate of expected Pay \_\_\_\_\_ per \_\_\_\_\_

Indicate hours desired Full Time \_\_\_ Part Time \_\_\_ Summer (Seasonal) \_\_\_ Weekdays \_\_\_ Weekends \_\_\_ Evenings \_\_\_

If part-time, specify days and hours desired \_\_\_\_\_

If your application is considered favorably, on what date would you be available to begin work? \_\_\_\_\_

Have you previously filed an application with United Bank? Yes \_\_\_ No \_\_\_ If yes, when and what position? \_\_\_\_\_

Were you previously employed by United Bank? Yes \_\_\_ No \_\_\_ If yes, when and what position? \_\_\_\_\_

List any relatives working for United Bank \_\_\_\_\_

## EMPLOYMENT RECORD

Starting with your PRESENT and/or MOST RECENT employment, list all previous employers, include self employment, seasonal and part-time jobs. If you need more space, continue on a separate sheet of paper.

Name and Address of Employer	Dates Employed	Title and Responsibility	Salary	Reason for Leaving
_____	From _____	_____	_____	_____
_____	To _____	_____	_____	_____
_____	Telephone Number _____		May we contact?	Yes    No
_____	Supervisor's Name and Title _____			

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_____	From _____	_____	_____	_____
_____	To _____	_____	_____	_____
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_____	Telephone Number _____		May we contact?	Yes    No
_____	Supervisor's Name and Title _____			

If presently employed, why do you wish to change jobs? \_\_\_\_\_

Have you ever been discharged or asked to resign from a position? Yes \_\_\_ No \_\_\_

If yes, please explain why \_\_\_\_\_

List any other experiences, skills or qualifications which you feel would especially fit you for work with United Bank \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

List three (3) professional references that can attest to your past work performance

Name	Address	Phone Number

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**EDUCATION BACKGROUND**

	Name and Address of School	From (Month/Year) To (Month/Year)	Major Course of Study	Degree or Certificate Earned
High School				
Business or Trade School				
College				

Do you plan to pursue further studies?    Yes \_\_\_ No \_\_\_                      Day Courses \_\_\_    Evening Courses \_\_\_

If so, when , what school and what type(s) of courses? \_\_\_\_\_

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**UNITED STATES MILITARY SERVICE RECORD**

Are you a veteran? Yes\_\_\_ No\_\_\_

Branch\_\_\_\_\_ Rank at Discharge\_\_\_\_\_

Type of Discharge\_\_\_\_\_ Date of Discharge\_\_\_\_\_

Do you understand the essential functions of the job for which you are applying? Yes\_\_\_ No\_\_\_

Are you able to perform these essential functions with or without reasonable accommodations ? Yes\_\_\_ No\_\_\_ Please Disclose\_\_\_\_\_

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*(This space intentionally left blank)--*

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**APPLICANT'S CERTIFICATION AND STATEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete. I understand that this application will be given every consideration, but its receipt by the Bank does not imply that I will be employed. However, I understand that, if I am employed by the Bank, false statements and/or material omissions from this application shall be considered sufficient cause for dismissal.

I further understand that the employer follows an "employment at will" policy, in that the employer or I may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by this organization.

United Bank of Philadelphia at their own expense, must arrange a surety bond for each of its employees. All new employees are fingerprinted, with cooperation of the FBI. The Bank is hereby authorized to make an investigation of my personal history, as well as my financial and credit record, including investigation by credit agencies or bureaus of their choice. If this application for employment is denied either wholly or partly because of information disclosed in a consumer report, I understand that the Bank shall so advise and supply me with the name and address of the agency making the report.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION FOR RELEASE INFORMATION, STATEMENTS, RECORDS AND RELATED DOCUMENTS**

In connection with my application for employment I/We authorize United Bank of Philadelphia (the "Company") their respective Agents, third party Representatives, or other designated persons or entity, to make any and all inquires deemed necessary to any person, business entity, educational institution employer or previous employer, financial or credit agency, company, or other organization(s), to verify and confirm any information or statements given to the "Company" or provided in connection with application or proposal otherwise determine the qualifications and abilities, to the satisfaction of the "Company" or their representatives and Agent(s), I/We hereby release the "Company" and/or their Agents and representatives, without reservation or condition, including any person, educational institution, business entity, employer or previous employer, financial credit agency, or organization from any and all liability arising from, created by, or caused by the release of any such personal or business information, records and related documents to the "Company" their Agents and/or representatives. ***A copy of this release is acceptable in lieu of the original document.***

**I/We realize and understand that this application for employment with the "Company", or subsequent offer of employment and/or acceptance of an offer with the "Company", may be rejected, terminated, or subsequently terminated, at any time, and at the sole determination of the "Company", for any false, misleading, incomplete, and/or intentional misinformation given or provided to the "Company", or established by the "Company", its Agent(s), or representatives. Similarly, this provision relates to any person, firm or other third party designate(s) and Agent(s) included as part of this offer of employment established in conjunction with a complete background investigation by the "Company" or its representative(s) and agent(s). These provisions apply to all government agencies and their personnel. Inquiries may be made of Law Enforcement agencies, public records, or information obtained, or other inquiries made, where deemed appropriate by the "Company", its Agents and representatives, as discussed herein, or as part of any other papers submitted or obtained by the "Company".**

Name: \_\_\_\_\_  
(PRINT) (FIRST) (MIDDLE) (LAST)

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

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

MAIDEN OR OTHER NAMES: \_\_\_\_\_

DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ SOC. SEC. # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

DRIVER LICENSE #: \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE



## **Disclosure Statement**

As part of United Bank of Philadelphia's consideration of your application for employment and your continued employment should you be hired, United Bank of Philadelphia may request a consumer report or reports about you from a Consumer Reporting Agency. These reports may include, among other things, information regarding your criminal record and verification of your social security number.

In addition, we may also use a Consumer Reporting Agency to do a reference check based on the information you have provided on your employment application. In doing this, the agency would make phone calls to former employees, schools, military, etc. In this case, federal law provides you with the right to request, in writing within a reasonable amount of time, a disclosure of the nature and the scope of the information requested.



**AUTHORIZATION FOR THE PROCUREMENT OF A CONSUMER REPORT FOR EMPLOYMENT PURPOSES**

I hereby authorize United Bank of Philadelphia to request a consumer report or reports as defined in the above Disclosure Statement about me from a Consumer Reporting Agency now or at any time during my employment if I am hired.

I further agree that a photocopy of this authorization may serve as an original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date