



1995 Industrial Boulevard Reynoldsville PA 15851  
Phone: (814) 653-8269 Fax: (814) 653-7306  
www.ut-i.com

## Employment Application

### Personal Data

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name                                      Social Sec. #

\_\_\_\_\_  
Present Address                                      City                                      State                                      Zip                                      Telephone

Other phone number where you can be reached: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Are you legally eligible to work in the U.S.?  
(Verification will be required upon hiring):                                      Yes                                      No

Have you ever been an employee of U&I?                                      Yes                                      No  
If "yes," when and what position? \_\_\_\_\_

Have you ever applied for work at U&I before?                                      Yes                                      No  
Have you ever had an interview with U&I?                                      Yes                                      No  
If "yes," when and what position? \_\_\_\_\_

Are you currently employed?                                      Yes                                      No  
Are you on a layoff subject to recall?                                      Yes                                      No  
May we contact your present employer?                                      Yes                                      No  
Are you willing to travel?                                      Yes                                      No

Date of availability: \_\_\_\_\_

What led you to apply at U&I?

- Walk-in
- Professional organization
- Newspaper ad
- Job fair (date/location): \_\_\_\_\_
- Company reputation
- Employee referral – name: \_\_\_\_\_
- Employment agency

## Education

Name of School	Address	Years Completed	Graduated Yes or No	GPA	Course Studied	Degree/Diploma

Have you ever been convicted of any crime other than a traffic violation?

(Conviction will not necessarily disqualify applicant from employment):    Yes            No

If "yes," please give details of the offense: \_\_\_\_\_

## Driving Record (For driver-related applicants only)

Driver's license number: \_\_\_\_\_

Have you had any accidents in the past five years?            Yes            No

If "yes," please explain: \_\_\_\_\_

Please state any other information we may need concerning your driving abilities:

## Employment Interests/Qualifications

Type of position sought: \_\_\_\_\_

Reason for seeking new employment: \_\_\_\_\_

Salary requirement: \_\_\_\_\_

Hours/shift desired:

Full time

Summer

Morning

Part time

Seasonal

Afternoon

Office equipment operated: \_\_\_\_\_

Work related training, skills, and/or apprenticeships: \_\_\_\_\_

Typing (words per minute): \_\_\_\_\_

## Employment/Military History

Complete this section even if you have given us your resume. Please list all of your previous employers including any military experience. Start with your **present** position. Please account for all periods.

Company	Address (street, city, state, zip)	Phone (    )	Employment Dates
Supervisor (Name & Title)			Start    /    End
Position			Salary
Duties			Start    /    End
Reason for Leaving			
Company	Address (street, city, state, zip)	Phone (    )	Employment Dates
Supervisor (Name & Title)			Start    /    End
Position			Salary
Duties			Start    /    End
Reason for Leaving			
Company	Address (street, city, state, zip)	Phone (    )	Employment Dates
Supervisor (Name & Title)			Start    /    End
Position			Salary
Duties			Start    /    End
Reason for Leaving			

## Personal - Short Response

Utilities & Industries's experience has shown that active involvement outside the work environment can have an effect on an employee's work habits and ethics. What specific work related characteristics have you gained from this involvement? Do not list organizations with which you have been involved.

---

What would you consider your biggest work related accomplishment to be within the past few years?

---

What would you consider your biggest work related disappointment to be and how did you handle it?

---

What professional goal have you set for yourself to achieve within the next five years?

---

What monetary goal have you set for yourself to achieve within the next five years?

---

Give a brief description of your short and long term goals.

---

## Work Related References – Do Not List Personal References

Name and Title	Address (street, city, state, zip)
Years Acquainted and Relationship	Phone (     )
Name and Title	Address (street, city, state, zip)
Years Acquainted and Relationship	Phone (     )
Name and Title	Address (street, city, state, zip)
Years Acquainted and Relationship	Phone (     )

## Agreement and Signature

Please read the following paragraphs before you sign this application. Your signature will give us permission to take certain steps in connection with your job application.

## Investigation

I authorize Utilities & Industries to make whatever inquiries it deems necessary of any person, educational institution, or organization to verify any of the information given in my application for employment and to determine my qualifications and abilities. This inquiry may include information as to my work ethic, character and prior employment history. In addition, I agree to a background check by completed by the HR department which will include the release of any criminal history recods and/or private sector/employers theft/dishonesty, drug offense, violence, or Credit Bureau reports.

## Physical Exam/Drug Testing

If hired, I agree to take an employment physical/drug test and give Utilities & Industries permission to use the results if deemed necessary. I understand that failing the employment physical or drug test could result in a reversal of the employment offer if it is a job related necessity.

## Conditions of Employment

If hired, I:

- Will be subject to the corporation's rules, regulations and policies;
- Understand that this application is not intended to be a contract of employment.

## Incorrect Information

I understand that I may be dismissed immediately if Utilities & Industries find I have made false statements or given any false answers on this application or any supplement to it or in connection with any inquiry that Utilities & Industries conducts in connection with it.

---

**Signature**

---

**Date**

Utilities & Industries is an equal opportunity employer with a standing policy of nondiscrimination. This means that all qualified person are accorded an equal opportunity for employment tor promotion without regard to race, religion, color, national origin, ancestry, disability, medical condition, pregnancy-related condition, marital status, sex, or age.