



Date: _____

APPLICATION FOR EMPLOYMENT

Public Employees Credit Union is an equal opportunity employer. We are dedicated to a policy of non-discrimination on any basis including race, creed, color, age, sex, religion, national origin or disability. To help us learn about your experience, abilities and interests, please complete this Application for Employment thoroughly, even if you have also provided us with a resume.

Last Name: _____ First Name: _____ Middle Name: _____

Current Address: _____ Apt. # _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Other Phone: _____ Social Security # _____

Position Desired: _____ Salary Desired: _____

How were you referred to PECU:

Employment Advertisement: (Please specify) _____

Employee: (Please specify) _____

Friend/Member: (Please specify) _____

Other: (Please specify) _____

Please indicate the type of employment for which you are applying:

Full-Time

Part-Time

Temporary/Seasonal

Have you previously applied for employment with PECU? Yes No

If Yes, please provide approximate date of application and position applied for: _____

Are you authorized to work in the U.S.? Yes No

Are you under 18 years of age? Yes No If yes, please indicate date of birth: _____

Are you currently employed? Yes No May we contact present employer? Yes No

On what date would you be able to begin work? _____

Do you have any commitments to another employer or organization which might affect your employment with PECU? Yes No If yes, please explain: _____

Have you been convicted of, pled guilty to, or received deferred adjudication for a felony or misdemeanor within the last 7 years? Yes No (Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain: _____

Are you presently under indictment or are you currently a defendant in any criminal proceeding? Yes No

If you have answered "yes", please explain: _____



Education	Name, City & State	Dates From To Mo. Yr Mo. Yr	Did You Graduate Yes/No	Expected Grad Date	Degree - Major/Minor	GPA
High School						
College/University						
College/University						
Technical/ Vocational						
Other						

Training - Describe any specialized training (including any received in the military) or apprenticeships: _____

Indicate your office skills:

- 10 key
 Microsoft Word
 Microsoft Excel
 Microsoft PowerPoint
 Symitar
 Microsoft Outlook
 Internet
 Typing wpm _____
 Filing
 Data entry
 Other _____

Academic Achievements and Activities:

Please list academic honors, scholarships or fellowships, memberships in academic or honorary societies, or participation in or offices held in extracurricular activities you consider significant. (You may exclude all information indicative of age, sex, race, religion, color, national origin or disability.): _____

Indicate any foreign languages you can speak, read and/or write: _____



Employment Experience:

Start with your present or last job and list your job history for a minimum of the last ten (10) years. Please account for any periods of unemployment, school, job-related military service assignments and volunteer activities. Please describe your job duties in detail. If you were employed under a different name, please indicate the name used at the time of employment. If additional space is needed, please continue on a separate sheet of paper. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:			Type of Business:		
Address:			<input type="checkbox"/> Full-time		<input type="checkbox"/> Seasonal
Phone: ()			<input type="checkbox"/> Part-time		<input type="checkbox"/> Temp.
Start Date: Mo/Yr	End Date: Mo/Yr	Starting Salary	Ending Salary	Starting Position	Ending Position
Supervisor Name & Title					
Specific Duties:					
Reason for Leaving:					

Employer:			Type of Business:		
Address:			<input type="checkbox"/> Full-time		<input type="checkbox"/> Seasonal
Phone: ()			<input type="checkbox"/> Part-time		<input type="checkbox"/> Temp.
Start Date: Mo/Yr	End Date: Mo/Yr	Starting Salary	Ending Salary	Starting Position	Ending Position
Supervisor Name & Title					
Specific Duties:					
Reason for Leaving:					

Employer:			Type of Business:		
Address:			<input type="checkbox"/> Full-time		<input type="checkbox"/> Seasonal
Phone: ()			<input type="checkbox"/> Part-time		<input type="checkbox"/> Temp.
Start Date: Mo/Yr	End Date: Mo/Yr	Starting Salary	Ending Salary	Starting Position	Ending Position
Supervisor Name & Title					
Specific Duties:					
Reason for Leaving:					

Employer:			Type of Business:		
Address:			<input type="checkbox"/> Full-time		<input type="checkbox"/> Seasonal
Phone: () -			<input type="checkbox"/> Part-time		<input type="checkbox"/> Temp.
Start Date: Mo/Yr	End Date: Mo/Yr	Starting Salary	Ending Salary	Starting Position	Ending Position
Supervisor Name & Title					
Specific Duties:					
Reason for Leaving:					



Have you ever been fired or otherwise terminated in lieu of resignation? Yes No

If yes, please explain: _____

Do you have previous credit union experience? Yes No

If yes, please explain: _____

List professional, trade, business or civic activities and any offices held. (You may exclude all information indicative of age, sex, race, religion, color, national origin or disability.) _____

Please include any other job-related information you think would be helpful to us in considering you for employment, such as additional work experience, activities, accomplishments, volunteer work, etc. (If additional space is needed, please continue on a separate sheet of paper.) _____

Do you have any relatives or family members who are employed by PECU or on the Board of Directors? Yes No

If yes, please list: _____

Business References: (Please do not list relatives.)

	Name:	Number of years known:	Relationship:	Address:	Phone Number:
1.					()
2.					()
3.					()
4.					()



Applicant's Statement and Signature:

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire, or if hired, termination. I also understand that I am required to abide by all rules and regulations of the employer.

I voluntarily authorize PECU to verify information related to my education, employment (with the exception of current employment, until I have authorized such contact), and criminal record. I also authorize PECU to procure an investigative consumer report for purposes of this application. I hereby release from liability all persons or entities supplying or collecting such information.

I understand that state or federal agencies may request information concerning my application for employment with PECU and the terms and conditions of any offer or refusal of employment. I agree that PECU may release this information to these agencies.

I understand that if I am offered employment, the offer will be contingent on my being bondable. I agree to permit PECU to check my bond history with its bond carrier or with a nationwide bond carrier database.

Name (Please print): _____

Signature: _____

Date: _____



To the Applicant:

Please complete the following:

This information will not be used in the selection process and the hiring manager will not have access to the information until after a decision to hire or not to hire has been made.

This information is required to assist us in insuring that our policies of non-discrimination and affirmative action are maintained and to comply with any government reports that might be required under equal employment opportunity laws.

Name: _____ Date: _____

POSITION APPLIED FOR: _____

PECU invites all disabled persons, disabled veterans, and veterans of the Vietnam Era to identify themselves for affirmative action purposes. Please identify your disability and what accommodation, if any, you may need to successfully interview for specified job.

- Disabled
- Disabled Veteran
- Vietnam Era Veteran

GENDER: Female Male

RACE/ETHNIC ORIGIN:

- Black, not of Hispanic origin
- Asian or Pacific Islander
- American Indian or Alaskan Native
- Hispanic
- White, not of Hispanic origin

TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT:

Was the applicant interviewed? Yes No

Was the applicant hired? Yes No