



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: \_\_\_\_\_

PECU is exempt from The City of Austin FAIR CHANCE HIRING ORDINANCE ((§4-15-3. APPLICABILITY. (B): does not apply to a job for which a federal, state, local law or compliance with legally mandated insurance or bond requirement disqualifies an individual based on criminal history.)

Section 205(d) of the Federal Credit Union Act prohibits a person who has been convicted of any criminal offense involving dishonesty or breach of trust from participation in the affairs of an insured credit union

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