

For Office Use Only:

Date Received:

APPLICATION FOR EMPLOYMENT



We are pleased you are interested in applying for a position with Pacific Crest Federal Credit Union. This Credit Union is an equal opportunity employer and does not discriminate against any applicant for employment on the basis of age, religion, color, national origin or ancestry, marital status, disability, or any other protected status with respect to hiring, promotion, demotion, transfer recruitment, terminations, salary level or other forms of compensation or any other term or condition of employment. Our organization complies to the fullest extent with all applicable state, federal, and local laws governing equal employment opportunity and discrimination in the workplace.

Pacific Crest Federal Credit Union will make every effort to meet a request for disability accommodation. If you require accommodation to participate in our application process, please contact our office.

INSTRUCTIONS

Answer each question fully and accurately. If you need additional space, please continue your answer(s) on a separate sheet of paper. No action can be taken on this application until all questions have been answered and the applicant has signed the affidavit.

PLEASE PRINT

Job applied for _____ Today's date _____

Employment status sought: ___ Full-time ___ Part-time ___ Temporary

When are you available for employment? _____

PERSONAL INFORMATION

Last Name First Name Middle Initial

Present Street Address City State Zip Code

Telephone Number e-mail address

Have you ever applied here before? ___Yes ___ No When? _____

Have you ever been interviewed here? ___Yes ___No When? _____

Have you ever been convicted of a crime? ___Yes ___ No
If yes, please explain: _____

Note: A criminal record will not automatically disqualify you from employment.

Have you ever had Bond coverage modified or revoked? ___Yes ___No

Are you eligible to work in the United States? ___Yes ___ No

Do you have any commitments or agreements with another employer which might affect your employment here? _____

EDUCATION

Name and Location of School	Years Completed	Did You Graduate?
High School	#years attended	Diploma/Degree
College/University		
Others(specify)		

SPECIALIZED TRAINING

Do you have any other experience, training, qualifications, special licenses or skills which are applicable to the position for which you are applying? Please List:

COMPUTER AND OTHER BUSINESS SKILLS

Please check all skills or proficiencies that apply to you.

___ Customer Service ___ Bus. Telephone ___ MS Excel ___ Ten-key by touch
___ Cash Handling ___ MS Windows ___ MS Word ___ Ten-key by sight
___ Notary Public ___ MS Outlook ___ E-Mail Keyboarding speed _____ wpm

Where did you learn about the position you're applying for?

___ Pacific Crest Website ___ Word of Mouth ___ Employment Dept. ___ Advertisement
___ Walk-In

Other: _____ Referred by: _____

EMPLOYMENT HISTORY

List names of employers in consecutive order with present or last employer listed first. If self-employed, give firm name and supply business references. If you worked in any of the positions under another name, please give name(s). PLEASE LIST BOTH MONTH AND YEAR FOR DATES EMPLOYED.

Employer _____ Supervisor _____
Salary Start: _____ End: _____ Phone _____
Address _____
Dates Employed From: _____ To: _____
Position Held _____ Reason for Leaving _____
Duties: _____

Employer _____ Supervisor _____
Salary Start: _____ End: _____ Phone _____
Address _____
Dates Employed From: _____ To: _____
Position Held _____ Reason for Leaving _____
Duties: _____

Employer _____ Supervisor _____
Salary Start: _____ End: _____ Phone _____
Address _____
Dates Employed From: _____ To: _____
Position Held _____ Reason for Leaving _____
Duties: _____

Employer _____ Supervisor _____
Salary Start: _____ End: _____ Phone _____
Address _____
Dates Employed From: _____ To: _____
Position Held _____ Reason for Leaving _____
Duties: _____

Have you ever been dismissed by an employer?

Yes _____ No _____

If yes, please explain:

EMPLOYMENT OR EDUCATIONAL REFERENCES

Give two or more references, not already listed in this application and not related to you.

Name _____ Title _____

Address _____ Phone _____

Yrs. Acquainted _____

Name _____ Title _____

Address _____ Phone _____

Yrs. Acquainted _____

Name _____ Title _____

Address _____ Phone _____

Yrs. Acquainted _____

Name _____ Title _____

Address _____ Phone _____

Yrs. Acquainted _____

AFFIDAVIT

I certify that, to the best of my knowledge, the information contained in this application is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or my employment. _____
(Initial here)

I understand that, if I am hired, I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended. _____
(Initial here)

I authorize Pacific Crest Federal Credit Union to contact any of my past employers and/or schools, and authorize my past employers and/or schools to furnish any information concerning my previous employment and/or education. I release Pacific Crest Federal Credit Union and all employers and schools from liability for any damages that may result from furnishing information to Pacific Crest Federal Credit Union. Additionally, I authorize Pacific Crest Federal Credit Union to obtain bondability reports to determine employment eligibility. _____
(Initial here)

I agree to submit to any post-offer, pre-employment testing or physicals, including drug screening, as required by the Credit Union. _____
(Initial here)

In the event of my employment, I agree to conform to the policies and procedures of Pacific Crest Federal Credit Union as set forth now or hereafter in any of their policy and/or procedures manuals and other communications. _____
(Initial here)

I understand that this application in no way represents a contract of employment between myself and Pacific Crest Federal Credit Union. I also understand that, if I am hired, the employment relationship will be at-will, which means that it may be terminated by the Credit Union or me at any time, with or without cause, with or without notice. _____
(Initial here)

I acknowledge that I have read and understand the above statements.

Applicant's Signature _____ *Date* _____

This application is active for six months.