|  |  |  |
| --- | --- | --- |
| EMPLOYMENT APPLICATION***Please print all information.*** | C:\Users\skashinsky\Desktop\PC - Logo - 2C - Gradient (002).jpg | Email: Careers@**PeoplesChoiceME**.com**www:PeoplesChoiceCreditUnion.com** |

|  |
| --- |
| **WHAT POSITION ARE YOU INTERESTED IN AND HOW CAN WE CONTACT YOU?** |
| Name: | *Last*      | *First*      | *Middle*      | Today’s Date:  |
| Address: |       | Phone: Home (   )       Cell/Other (   )       |
| City, State, Zip: |       | E-Mail:       |
| Have you applied with us previously? [ ]  Yes [ ]  No | Available for Start: |       |
| If Yes, When?       | Department/Location:       | Position Desired:       |
| Type of work you are seeking: [ ]  Full-Time [ ]  Part-TimeIf Part-Time, days & hours available:       |  |
| **HOW DID YOU HEAR ABOUT US?** | **WHAT IS YOUR RIGHT TO WORK STATUS?** |
| [ ]  Advertisement | [ ]  On-line | [ ]  Friend | [ ]  Relative | Do you have the legal right to work in the United States? [ ]  Yes [ ]  NoCan you verify your legal right to work in the United States by providing a birth certificate, proof of citizenship or other authorization? [ ]  Yes [ ] No |
| [ ]  Walk-in | [ ]  Internal Posting | [ ]  Other       |  |
|  |
| **WHERE HAVE YOU WORKED PREVIOUSLY?** |
| *Start with current or most recent employer.* ***Please give complete information for Full-Time, Part-Time and Military Positions, even if resume is attached.*** |
| **1** | Employed (State Month & Year) | Employer      | Address      | City, State, Zip      |
|  | From       | To       |  |  |  |
|  |  | Supervisor — Name, Title and Phone No.      | Reason for leaving      |
|  |  |  |  |  |
|  | Job Titles and Duties:  |       |
| **2** | Employed (State Month & Year) | Employer      | Address      | City, State, Zip      |
|  | From       | To       |  |  |  |
|  |  | Supervisor — Name, Title and Phone No.      | Reason for leaving      |
|  |  |  |  |  |
|  | Job Titles and Duties:  |       |
| **3** | Employed (State Month & Year) | Employer      | Address      | City, State, Zip      |
|  | From       | To       |  |  |  |
|  |  | Supervisor — Name, Title and Phone No.      | Reason for leaving      |
|  |  |  |  |  |
|  | Job Titles and Duties:  |       |
| **4** | Employed (State Month & Year) | Employer      | Address      | City, State, Zip      |
|  | From       | To       |  |  |  |
|  |  | Supervisor — Name, Title and Phone No.      | Reason for leaving      |
|  |  |  |  |  |
|  | Job Titles and Duties:  |       |

|  |
| --- |
|  |
| **WHAT IS YOUR EDUCATIONAL AND/OR TRAINING BACKGROUND?** |
| **SCHOOL** | **NAME AND LOCATION OF SCHOOL** | **COURSE OF STUDY** | **DID YOU GRADUATE?** | **DEGREE/ DIPLOMA HELD** |
|  |  |  |  |  |
|  |  |  |  |  |
| High School |       |       |       |       |
| College |       |       |       |       |
| Tech/Trade |       |       |       |       |
| Other |       |       |       |       |
| Certifications:      Relevant/Specialized Training:       |

|  |
| --- |
| **WHAT SKILLS/QUALIFICATIONS DO YOU BRING TO PCU?** |
| *Skills, Licenses and/or Certificates that may assist you in performing the position for which you are applying:* |
| Computers: | Type of Equipment       |
| Software: | Spreadsheet       | Word Processing       |
|  | Banking       | Database       |
|  | Other       |
| Cash Handling Experience:       Years | Experience in Lending:       |
| Other applicable skills/experience:       |

|  |
| --- |
| **JUST A FEW ADDITIONAL QUESTIONS.** |
| Have you ever been bonded?  [ ]  Yes [ ]  No | Are you able to perform the essential functions of this job with or without reasonable accommodation?[ ]  Yes [ ]  NoWill you be able to meet the attendance requirements of this job? [ ]  Yes [ ]  No |
| Are you 18 years or older? [ ]  Yes [ ]  NoIf under 16, a work permit must be issued through local school district. |

|  |
| --- |
| **WHO MAY WE CONTACT TO LEARN MORE ABOUT YOU?** |
| *Please complete information for three references,* ***excluding relatives****.* |
| **Name** | **Address** | **Office Phone** | **Home Phone** | **Relationship** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

|  |  |
| --- | --- |
| **APPLICANT STATEMENT**I certify that the information provided in order to apply for and secure work with PCU is true, complete and correct.I authorize investigation of all statements contained herein, and the contacting of references and previous employers. I release such persons and all parties from liability for communications involving my potential employment. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected. **I understand and agree that the Credit Union will conduct a credit check and background check upon acceptance of an employment offer.**I understand that this application or any offer of employment from PCU does not constitute an employment contract unless a specific document to that effect is executed in writing by both the Credit Union and the employee.I also understand that if employed, my employment is for no specified period of time and may be ended by either myself or by the Credit Union at any time.If employed, I understand that false or misleading information provided in my application, résumé or interview(s) will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge.I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.Signature Date | **Affirmative Action Statement**PeoplesChoice Credit Union will provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, genetic information or any other protected status under applicable federal, state or local law.This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction in workforce and termination, rates of pay or other forms of compensation, selection for training, use of facilities, and participation in company-sponsored activities..  **Employment Opportunity Employer****Affirmative Action Employer** |

**Human Resources 23 Industrial Park Road, Saco ME 04072 207-282-4156, x 414 Fax- 207-284-2447**