

# EMPLOYMENT APPLICATION



Email: [Careers@PeoplesChoiceME.com](mailto:Careers@PeoplesChoiceME.com)

www.PeoplesChoiceCreditUnion.com

Please print all information.

WHAT POSITION ARE YOU INTERESTED IN AND HOW CAN WE CONTACT YOU?	
Name: <i>Last</i> <i>First</i> <i>Middle</i>	Today's Date:
Address:	Phone: Home ( ) Cell/Other ( )
City, State, Zip:	E-Mail:
Have you applied with us previously? <input type="checkbox"/> Yes <input type="checkbox"/> No	Available for Start:
If Yes, When? Department/Location:	Position Desired:
Type of work you are seeking: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
If Part-Time, days & hours available:	
HOW DID YOU HEAR ABOUT US?	WHAT IS YOUR RIGHT TO WORK STATUS?
<input type="checkbox"/> Advertisement <input type="checkbox"/> On-line <input type="checkbox"/> Friend <input type="checkbox"/> Relative	Do you have the legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Walk-in <input type="checkbox"/> Internal Posting <input type="checkbox"/> Other	Can you verify your legal right to work in the United States by providing a birth certificate, proof of citizenship or other authorization? <input type="checkbox"/> Yes <input type="checkbox"/> No

WHERE HAVE YOU WORKED PREVIOUSLY?		
<i>Start with current or most recent employer. Please give complete information for Full-Time, Part-Time and Military Positions, even if resume is attached.</i>		
<b>1</b>	Employed (State Month & Year) From _____ To _____	Employer _____ Address _____ City, State, Zip _____
		Supervisor — Name, Title and Phone No. _____ Reason for leaving _____
	Job Titles and Duties: _____	
<b>2</b>	Employed (State Month & Year) From _____ To _____	Employer _____ Address _____ City, State, Zip _____
		Supervisor — Name, Title and Phone No. _____ Reason for leaving _____
	Job Titles and Duties: _____	
<b>3</b>	Employed (State Month & Year) From _____ To _____	Employer _____ Address _____ City, State, Zip _____
		Supervisor — Name, Title and Phone No. _____ Reason for leaving _____
	Job Titles and Duties: _____	
<b>4</b>	Employed (State Month & Year) From _____ To _____	Employer _____ Address _____ City, State, Zip _____
		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 or modified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you able to perform the essential functions of this job with or without reasonable accommodation?
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If under 16, a work permit must be issued through local school district.	Will you be able to meet the attendance requirements of this job? <input type="checkbox"/> Yes <input type="checkbox"/> No

### 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