For Office Use Only:
Date received:
Interview Date:
Position:

APPLICATION FOR EMPLOYMENT

Pacific Crest
FEDERAL CREDIT UNION

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?

	Name & City, State	#years attended	Diploma/Degree
High School			
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: _____
_____

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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.

Affirmative Action Program Applicant Information Form

Pacific Crest Federal Credit Union is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status as handicapped, disabled veteran, veteran of the Vietnam era or other minority. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in our Affirmative Action Program. We are a company that values diversity. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

Section 1: General Applicant Information

Name	**Date**
	_____/_____/_____
Position applied for	

Section 2: Please circle all that apply (See reverse for definitions)

Race or Ethnic Identity	Gender	**Veteran Status
☐ Hispanic or Latino ☐ White (not Hispanic or Latino) ☐ Black or African American (not Hispanic or Latino) ☐ Native Hawaiian or Pacific Islander (not Hispanic or Latino) ☐ Asian (not Hispanic or Latino) ☐ American Indian or Alaskan Native (not Hispanic or Latino) ☐ Two or More Races (not Hispanic or Latino)	☐ Male ☐ Female	☐ Vietnam Era Veteran ☐ Special Disabled Veteran ☐ Other Eligible Veteran
		****Other**
		☐ Individual with Disabilities
☐ I do not wish to Self-Identify Signature _____		
How did you hear of our opening?		
☐ Current Employee ☐ Newspaper Ad ☐ Employment office ☐ Other - Explain Below:		

For Human Resources Use Only:	*Requisition #*		*Job Group*

[**Editors note: According to 41 CFR 60-741.42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis:

(1) The invitation is made when the contractor <u>actually is undertaking affirmative action for individuals with disabilities at the pre-offer stage</u>; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for individuals with disabilities.

According to 41 CFR 60-250.42, there are only two circumstances under which an employer may ask applicants who are Special Disabled Veterans to self-identify on a pre-offer basis:

1) The invitation is made when the contractor <u>actually is undertaking affirmative action for special disabled veterans at the pre-offer stage</u>; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for special disabled veterans.]

EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino)

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino)

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino)

All persons who identify with more than one of the above five races.

Individual with Disabilities

Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

Special Disabled Veteran

Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (I) rated at 30% or more, or (ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.

Veteran of the Vietnam Era

Defined as a veteran who (a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge, or (c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.

Other Eligible Veteran

Defined as any veteran who served in a “war” declared by Congress, in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.