



PITTSBURGH CENTRAL

FEDERAL CREDIT UNION

APPLICATION FOR EMPLOYMENT

Date: _____

Pittsburgh Central Federal Credit Union, hereafter referred to as PCFCU, does not discriminate in hiring or employment on the basis of race, color, religion, creed, national origin, sex, age, ancestry, marital status or physical handicap. No question on this application is intended to secure information to be used for such discrimination.

The application will be given every consideration, but its receipt does not imply that the applicant will be employed. PCFCU, at its own expense, arranges for a surety bond for each its of employees. Unless the applicant's background is acceptable to a surety company, it will be difficult to secure this bond and PCFCU may be unable to offer employment.

This employment application and other PCFCU documents are not contracts of employment. Any individual who is hired may voluntarily leave employment, and may be terminated by PCFCU at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please answer every question to the fullest. Please type or print legibly in blue or black ink.

GENERAL INFORMATION:

NAME: _____
 First Middle Last Social Security No.

ADDRESS: _____
 Number Street Telephone No.

_____ City State Zip Code Length of time at this address.

• Last previous address within the United States:

_____ Number Street City State Dates: From - To

• Have you ever worked for or applied for employment with this PCFCU?

Yes: _____ No: _____ If Yes, please list the month and year. _____

Worked: _____ Applied for employment: _____

• Type of work desired?

Full-Time: _____ Part-Time: _____

• Please list the time(s) and day(s) that you are willing to work.

_____ Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri. _____ Sat. _____ Sun.

• Please list any position(s) that is of interest to you? _____

- Are you willing to work overtime? Yes: _____ No: _____
- Are you over 17 years of age and under 70? Yes: _____ No: _____
- Salary Requirements: \$ _____ Dates available for work: _____
- If not a citizen, are you legally eligible for employment in the United States? Yes _____ No _____
- Have you ever been denied bond? Yes _____ No _____
- Have you ever been convicted of a criminal offense involving dishonesty or breach of trust (including, but not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc.) Yes _____ No _____

If Yes,

When: _____ Where: _____

Explain: _____

SKILLS:

- Typing: Yes _____ No _____ Speed _____ WPM
- Shorthand: Yes _____ No _____ Speed _____ WPM

• Indicate any addition special skills and qualifications from previous employment or schools: _____

EMPLOYMENT:

	<u>Date Employed:</u>	<u>Name and Address:</u>	<u>Position/Duties:</u>	<u>Final Salary:</u>	<u>Reason for Leaving:</u>
1.	_____	_____	_____	_____	_____
		_____	_____		_____
		_____	_____		_____
2.	_____	_____	_____	_____	_____
		_____	_____		_____
		_____	_____		_____
3.	_____	_____	_____	_____	_____
		_____	_____		_____
		_____	_____		_____
4.	_____	_____	_____	_____	_____
		_____	_____		_____
		_____	_____		_____

If you need more space, please continue on a separate sheet of paper. All previous employers must be listed.

• List any different names used in previous jobs and indicate companies: _____

• If presently employed why do you desire to change your position? _____

• If you are now employed, may we contact your: Present employer? Yes: _____ No: _____

Former employers? Yes: _____ No: _____

MILITARY SERVICE:

• Have you ever served in the Armed Forces of the United States? Yes: _____ No: _____

• Branch of Service: _____ • Date of entry: _____ • Rank at entry: _____

• Describe duties and any special training: _____

• Date of discharge: _____ • Rank at discharge: _____

ATTENDANCE:

• How much time have you lost from work or school during each of the past two years?

1. _____ 2. _____
Year No. of days Year No. of days

EDUCATION:

Name: _____ Address: _____ City: _____ State: _____ Major Course or Subject: _____ Circle Last Yr. Completed: _____ Degree: _____

1. _____ 1 2 3 4 _____

2. _____ 1 2 3 4 _____

3. _____ 1 2 3 4 _____

4. _____ 1 2 3 4 _____

• Grade average in high school: _____ • Grade average in college: _____

• List scholastic honors, offices held and activities in high school: _____

• List scholastic honors, offices held and activities in high school: _____

• Are you planning to pursue further studies? Yes: _____ No: _____

Day School: _____ Night School: _____

• If so, when, where and what courses? _____

DO NOT LEAVE THE NEXT SECTION BLANK. PLEASE WRITE IN BLUE OR BLACK INK.

