

**P & G Mehoopany Employees Federal Credit Union**

**15 Lane Hill Road**

**P.O. Box 210**

**Tunkhannock, PA 18657**

**Application For Employment**

P & G Federal Credit Union is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

The information requested on this form is needed to evaluate your application for employment with this organization. All questions on the form must be answered.

**Please print and fill out all sections.**

**Applicant Information**

Applicant Name:	Today's Date:
Current Address:	Are you over the age of 18? ___Yes ___No  IF YOU ARE UNDER 18, please state your age:
Home Phone:	Social Security Number:
Other Phone:	
Email Address:	
How were you referred to the Credit Union?	
Have you previously been employed by the Credit Union? [ ]Y or [ ]N If yes, please list dates of employment and title(s) held:	
Have you previously submitted an employment application to the Credit Union? [ ]Y or [ ]N If yes, state when and where application was submitted.	
Do you have any friends or relatives who are employed by P & G Federal Credit Union? If yes, state name and relationship?	

Are you a citizen of the United States? [ ]Y or [ ]N Federal law prohibits the employment of unauthorized aliens.

Can you submit satisfactory proof of employment authorization and identity within three days of being hired? [ ]Y or [ ]N

Have you ever been convicted of a criminal offense (felony or misdemeanor)? [ ]Y or [ ]N

If yes, please describe the crime – state nature of the crime(s), when and where convicted and disposition of the case.

**Employment Positions**

Position(s) applying for:

Are you applying for:

- Temporary work – such as summer or holiday work? [ ]Y or [ ]N
- Regular part-time work? [ ]Y or [ ]N
- Regular full-time work? [ ]Y or [ ]N

What days and hours are you available for work?

If applying for temporary work, when will you be available?

Date available to begin employment:

Salary Requirements:

Can you work on the weekends? [ ]Y or [ ]N

Can you work evenings? [ ]Y or [ ]N

Are you available to work overtime? [ ]Y or [ ]N

**Education, Training and Experience**

School Name, City and State	Circle Highest Grade completed	Did you graduate?	Area of Study/Degree
High School	1 2 3 4	Yes No	
College	1 2 3 4	Yes No	

		Yes	No	
Graduate		Yes	No	
Vocational/Technical	1 2 3 4	Yes	No	

**Military**

Branch	Rank in Military	Total Years of Service	Skills/Duties

**EMPLOYMENT HISTORY**

**Below please describe past and present employment positions, dating back five years. Please account for all periods of unemployment. Even if you have attached a resume, this section must be completed.**

1. Are you currently employed? [ ]Y or [ ]N
2. If you are currently employed, may we contact your current employer? [ ]Y or [ ]N

Company Name:	Company Address:
Name and Title of Supervisor:	Telephone No.:
Length of Employment (include dates):	Position:
Reason for Leaving:	Starting Pay:
	Ending Pay:
Describe Job duties and responsibilities:	

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Name and Title of Supervisor:	Telephone No.:
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Reason for Leaving:	Starting Pay:
	Ending Pay:
Describe Job duties and responsibilities:	

**REFERENCES**

List below three persons who have knowledge of your work performance within the last three years. Please include professional references only.

Name – First, Last: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Number of Years Acquainted: \_\_\_\_\_

Name – First, Last: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Number of Years Acquainted: \_\_\_\_\_

Name – First, Last: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Number of Years Acquainted: \_\_\_\_\_

**Certification and Assent (Please read and sign the statements below)**

You certify that the information on this form is correct and complete to the best of your knowledge and ability. You make this statement with the understanding that any false statement, misrepresentation or omission of material fact may be sufficient cause for rejection of your application or for your dismissal after employment. If employed by P & G Federal Credit Union, you agree to abide by all its rules and regulations.

You give permission to P & G Federal Credit Union to examine your references, record of employment, education record, and any other information you have provided. You authorize the references listed to disclose information related to your work record and professional experiences with them. In addition, you release P & G Federal Credit Union, your former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

Signature \_\_\_\_\_

Date \_\_\_\_\_