



**441 NORTH 7TH AVENUE
SCRANTON, PA. 18503**

EMPLOYMENT APPLICATION

INSTRUCTIONS:

1. Type or print clearly; incomplete or illegible applications will not be processed.
2. This application shall be considered active for a period not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should complete another application.
3. This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process; or, if discovered after employment, terminating employment. Additional testing of job-related skills may be required prior to employment.

P E R S O N A L	Last Name			First	Middle	Date
	Street Address				Home Telephone _____	
	City, State, Zip				Business Telephone _____	
	Have you ever applied for employment with us?					
	Yes No If yes: Month and Year: _____ Social Security# _____					
	Position Desired			Pay Expected		
	Type of work in which you are applying:			Will you work overtime if asked?		
	Full-Time Part-Time Temporary			Yes No		
	Are you legally eligible for employment in the United States?			Yes No		
	(Proof of citizenship or immigration status will be required upon employment.)					
When will you be available to begin work? _____						
Other special training, skills, licenses or certificates that may be job-related or that you feel would be of value to this job or company:						
If presence is required at conferences and/or meetings, are you willing and able to stay overnight and/or for several days? Yes No						




E D U C A T I O N	School	Name & Location of School	Course of Study	No. of Yrs. Completed	Did you Graduate	Degree or Diploma
	High School				YES NO	
	College				YES NO	
	Business/ Technical				YES NO	
	Graduate School				YES NO	

EMPLOYMENT		Please give accurate, complete full-time & part-time employment record. Start with your present or most recent employer. Your application will not be considered unless every question in this section is answered.	
1	Company Name	Telephone () _____	
	Address	Employed-(month & year) From _____ To _____	
	Name of Supervisor	Wages:	Hour
	State Job Title & Describe Your Work	Start _____ Last _____	Week _____ Year _____
		Reason for Leaving _____	
2	Company Name	Telephone () _____	
	Address	Employed-(month & year) From _____ To _____	
	Name of Supervisor	Wages:	Hour
	State Job Title & Describe Your Work	Start _____ Last _____	Week _____ Year _____
		Reason for Leaving _____	
3	Company Name	Telephone () _____	
	Address	Employed-(month & year) From _____ To _____	
	Name of Supervisor	Wages:	Hour
	State Job Title & Describe Your Work	Start _____ Last _____	Week _____ Year _____
		Reason for Leaving _____	
4	Company Name	Telephone () _____	
	Address	Employed-(month & year) From _____ To _____	
	Name of Supervisor	Wages:	Hour
	State Job Title & Describe Your Work	Start _____ Last _____	Week _____ Year _____
		Reason for Leaving _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.	Do Not Contact	
	Employer (s)	Reason:

O T H E R	Have you ever been bonded in prior employment? No Yes
	If yes, list name of employer: _____
	Have you ever been convicted of a crime, pleaded guilty or "no contest" to a criminal charge, or entered into an agreement setting forth conditions for the eventual dismissal of a criminal case? Yes No
	Have you ever been employed by a credit union or involved with the credit union system? Yes No If yes to what degree? _____
	Names of any friends or relatives employed by Penn East FCU _____

R E F E R E N C E S	Please list three references below. Include only individuals familiar with your work ability, other than former employers. Do not include relatives.		
	Name	Address/Phone	Years Known/Relationship
	1.		
	2.		
	3.		
C O M M E N T S	Please use this space for any additional comments or information you may wish to voluntarily provide:		

C E R T I F I C A T I O N A R Y	<p>I hereby certify that I have a genuine interest in being hired and that all of the foregoing statements are true and correct. I agree to assume a continuing responsibility to disclose additional or new information, called for by this Employment Application, but known to me only after this Application was completed, and understand that my failure to make such a disclosure, and that falsification of any of the information given herein, on any employment form or in any interview, are grounds for immediate termination, regardless of when such failure or falsification may be discovered. I authorize this prospective employer to verify my statements and to undertake an investigation to gather and keep as much employment and non-employment information as is permitted by law, and waive any legal requirement to provide notice to me regarding reports or records given or received in accordance with this authorization. Accordingly, all third parties (including individuals, schools, businesses, law enforcement authorities, government agencies and consumer reporting bureaus) are authorized to disclose any and all requested information to this prospective employer, and I agree to release all third parties, as well as this prospective employer and its employees, from any claims arising out of actions taken per these authorizations.</p> <p>I also understand that my employment may be terminated at any time, with or without cause, without liability to me for salary, wages, or other benefits except as may have been up to date at the time of the termination of services.</p>		
	R E L E A S E	  	
SIGNATURE: _____ DATE: _____			