



1959 East 36<sup>th</sup> Street  
 Erie, PA 16510  
 814-825-2436  
 Fax 814-897-2361

## Application For Employment

Date \_\_\_\_\_

We request the following information to help us make the best possible placement. You should complete all portions of this application that pertain to you. We appreciate the time you spend in completing this form.

If offered employment and accepted, you are required by law to show proof of eligibility to work in the USA.

If offered employment and accepted, you are required by law to show you are 18 years of age or over.

Name \_\_\_\_\_ Former Name \_\_\_\_\_  
LAST FIRST MI

Home Telephone No. \_\_\_\_/\_\_\_\_/\_\_\_\_ Alternate Telephone No. \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Do you have any relatives in our employment?  Yes  No If so, please list: \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No If Yes, give date: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If Yes, give date: \_\_\_\_\_

Referred by to this company by: \_\_\_\_\_

Position for which you are applying \_\_\_\_\_ Salary Desired \_\_\_\_\_

Employment Preference:  Full time  Part time Date available \_\_\_\_\_

Summer  Temporary Dates/Hours available \_\_\_\_\_

***Education - Military Training***

Name	Address	Major Course/ Subject	Circle Last Year Completed	Did You Graduate?	Degree
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate Studies			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you currently pursuing further studies?  Yes  No

If so, what courses and when? \_\_\_\_\_

OVER →

**Employment History:\***

Please list below present and past employment, to include military service, **beginning with the most recent**. Please complete **all** items and be specific.

If you have a resume, attach it to the application. Please complete information on the application that is not supplied on the resume.

<b>1</b> Company	Address	Telephone
Dates Employed From:            To:	Salary Starting:        Leaving	Name of Supervisor
Your Title	Your Duties	

Reason for Leaving

<b>2</b> Company	Address	Telephone
Dates Employed From:            To:	Salary Starting:        Leaving	Name of Supervisor
Your Title	Your Duties	

Reason for Leaving

<b>3</b> Company	Address	Telephone
Dates Employed From:            To:	Salary Starting:        Leaving	Name of Supervisor
Your Title	Your Duties	

Reason for Leaving

<b>4</b> Company	Address	Telephone
Dates Employed From:            To:	Salary Starting:        Leaving	Name of Supervisor
Your Title	Your Duties	

Reason for Leaving

May we contact the above employers for reference checking purposes? \_\_\_\_\_

Please identify by number any employer you do **not** wish us to contact? \_\_\_\_\_

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Check all area where you have experience.

Personal Computer

Cash Handling

Microsoft Word/Excel

Other (Specify) \_\_\_\_\_

Microsoft Outlook

\_\_\_\_\_

Can you travel if job requires it:     Yes    No

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***References:***

Please list names, addresses and phone numbers of two work references.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone no. \_\_\_\_ / \_\_\_\_\_

Phone no. \_\_\_\_ / \_\_\_\_\_

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**ADDITIONAL COMMENTS - OPTIONAL:** Use the space below to describe your interest in the companies and the skills and experience that you feel qualify you for a position with us. You may wish to include participation in professional societies and/or special training or skills. Do not list organizations which reveal race, creed, color, national origin, age or sex.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**~PLEASE READ CAREFULLY BEFORE SIGNING~**

All qualified applicants will receive consideration for employment without regard to sex, race, color, national origin or ancestry, age, handicap, marital status, source of income, class, physical characteristics, sexual orientation, or political beliefs, etc. as prohibited by Federal or State Laws. No information on this application will be used for the purpose of discrimination.

I understand that receipt of this application by the Erie Federal Credit Union does not guarantee a job interview or offer of employment.

I voluntarily grant the Erie Federal Credit Union the right to investigate and verify the information and statements I have provided in this application.

I understand the employment that may be offered is not guaranteed for any particular length of time and that either the Erie Federal Credit Union or I remain free to terminate the relationship at any time.

I certify that the statements I have made on this application are true. I understand that falsification of any statements made by me on this application is grounds for disqualification from further consideration or for immediate dismissal from employment.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED