



PERFECT CIRCLE CREDIT UNION

Application For Employment

631 East Main St.
Hagerstown IN 47346
(765) 489-4571

2306 S. Memorial Dr.
New Castle IN 47362
(765) 521-2215

77 South 37th St.
Richmond IN 47374
(765) 965-7400

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 United States and to show you are 18 years of age or over.

Name _____ Former Name _____
Last First MI

Address _____
Street City State Zip Code

Home Telephone No. _____ / _____ Alternate No. _____ / _____

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 to Perfect Circle Credit Union by: _____

Position for which you are applying _____ Salary Desired: _____

Employment Preference: Full Time _____ Part Time _____ Branch Location: _____

Date available _____ Hours Available: _____

EDUCATION

Type	Name/Location	Major Course/ Subject	Number of Years Completed	Did You Graduate?	Degree/ Diploma
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High School

College

Graduate Studies

Business, Technical, or Other

Are you currently pursuing further studies? Yes _____ No _____

If so, what courses and when? _____

EMPLOYMENT HISTORY

Please list below present and past employment, beginning with the most recent. Please complete all the items and be specific.

Company _____	Address _____
Dates Employed _____	Telephone _____
From: _____ To: _____	Name Of Supervisor _____
Salary _____	Job Title _____
Starting: _____ Leaving: _____	
Job Duties _____	
Reason For Leaving _____	

Company _____	Address _____
Dates Employed _____	Telephone _____
From: _____ To: _____	Name Of Supervisor _____
Salary _____	Job Title _____
Starting: _____ Leaving: _____	
Job Duties _____	
Reason For Leaving _____	

Company _____	Address _____
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Company _____	Address _____
Dates Employed _____	Telephone _____
From: _____ To: _____	Name Of Supervisor _____
Salary _____	Job Title _____
Starting: _____ Leaving: _____	
Job Duties _____	
Reason For Leaving _____	

May we contact the employers listed on this application for reference checking purposes? _____

Please identify any employer you do not wish us to contact. _____

Have you been convicted of a criminal offense within the last 7 years? *Yes _____ No _____

If yes, please explain. _____

*A conviction will not necessarily be a bar to employment but will be considered if it relates to the position for which you are applying.

Machine/Software Operation: Check which machines you can operate and software you have used.

Typewriter	_____ wpm	Adding Machine/Calculator	_____
Data Entry	_____	Photocopier	_____
Encoder	_____	Fax Machine	_____
Personal Computer	_____	Windows	_____
Word, other Word Processing	_____	Excel, other Spreadsheet	_____

Please list software/hardware or other programs you have used: _____

Can you travel if job requires it? Yes _____ No _____

Indicate what foreign languages you speak, read and/or write.

Foreign Language: _____ Foreign Language: _____

Speak: Fluently _____	Good _____	Fair _____	Speak: Fluently _____	Good _____	Fair _____
Read: Fluently _____	Good _____	Fair _____	Read: Fluently _____	Good _____	Fair _____
Write: Fluently _____	Good _____	Fair _____	Write: Fluently _____	Good _____	Fair _____

U.S MILITARY SERVICE

Branch of Service _____

Rank and Type of Service _____

Training/Experience Received _____

REFERENCES

Please list two work references.

Name _____ Name _____

Occupation _____ Occupation _____

Years Known _____ Years Known _____

Address _____ Address _____

Telephone Number _____ Telephone Number _____

Please list two personal references.

Name _____	Name _____
Occupation _____	Occupation _____
Years Known _____	Years Known _____
Address _____	Address _____
_____	_____
Telephone Number _____	Telephone Number _____

Please list any additional information that relates to your ability to perform the job for which you have applied – such as licenses, professional memberships, and/or special training or skills, hobbies, etc. Do not list organizations which reveal race, creed, color, national origin, age, or sex. If you have a resume, attach it to the application.

- 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 Perfect Circle Credit Union does not guarantee a job interview or offer of employment.

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

I authorize Perfect Circle Credit Union to verify bondability.

I understand that the employment that may be offered is not guaranteed for a particular length of time and that either Perfect Circle 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 _____
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