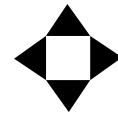


INSTRUCTIONS:

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.



Penn East
Federal Credit Union

www.penneastfcu.org ► (570) 342-2720
EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

DATE / /

Name (Last)	(First)	(Middle)	Social Security No.
Home Address			City State Zip
Home Phone # ()	Cell # ()	Email Address	
Have you ever applied for employment with us? <input type="checkbox"/> No <input type="checkbox"/> Yes: Month _____ Year _____	I am interested in (check all that apply) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position Desired	Pay Expected		
Are you legally eligible for employment in the United States? (Proof of citizenship or immigration status will be required upon employment)			<input type="checkbox"/> Yes <input type="checkbox"/> No
When will you be available to begin working? _____			
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:			

EDUCATION

Type of School	Name and Location of School	Degree/Area of Study	Number of Years Attended	Graduated (Circle One)
High School	Name Address			<input type="checkbox"/> Yes <input type="checkbox"/> No
	City State Zip			
College	Name Address			<input type="checkbox"/> Yes <input type="checkbox"/> No
	City State Zip			
Graduate School	Name Address			<input type="checkbox"/> Yes <input type="checkbox"/> No
	City State Zip			
Other	Name Address			<input type="checkbox"/> Yes <input type="checkbox"/> No
	City State Zip			

OTHER

Have you ever been convicted of a felony, 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? You will not automatically be disqualified if you have a criminal record.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had any bond coverage modified or revoked or has any application for a bond ever been declined?	<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES

Please list three references below. Include only individuals familiar with your work ability. Include any family or friends who currently work for Penn East FCU.

Name	Address	Work Phone #	Title	Years Known
		()		
		()		
		()		

EMPLOYMENT HISTORY

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.**

May we contact your present employer? Yes No Past employer? Yes No/Why? _____

Dates	Name and Address of Employer	Position Held and Supervisor	Salary	Major Duties
From: _____ / _____ mo. yr.	Name	Your Job Title	Starting	Reason for Leaving
To: _____ / _____ mo. yr.	Address City	Supervisor	Final	
	State Phone ()			
Dates	Name and Address of Employer	Position Held and Supervisor	Salary	Major Duties
From: _____ / _____ mo. yr.	Name	Your Job Title	Starting	Reason for Leaving
To: _____ / _____ mo. yr.	Address City	Supervisor	Final	
	State Phone ()			
Dates	Name and Address of Employer	Position Held and Supervisor	Salary	Major Duties
From: _____ / _____ mo. yr.	Name	Your Job Title	Starting	Reason for Leaving
To: _____ / _____ mo. yr.	Address City	Supervisor	Final	
	State Phone ()			
Dates	Name and Address of Employer	Position Held and Supervisor	Salary	Major Duties
From: _____ / _____ mo. yr.	Name	Your Job Title	Starting	Reason for Leaving
To: _____ / _____ mo. yr.	Address City	Supervisor	Final	
	State Phone ()			

ADDITIONAL COMMENTS

Please use this box for any additional comments or information you may wish to voluntarily provide:

CERTIFICATION AND RELEASE

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.** 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.

SIGNATURE: _____ DATE: _____

EMPLOYMENT DISCLOSURE/AUTHORIZATION

In connection with your application for/continued employment with Penn East FCU, on their behalf, CBY Systems Inc. will make inquiries, including but not limited to, your consumer credit history, education, professional licensing, criminal background, driving history, your personal character, abilities, work habits, residence, immigration status, general reputation, performance, experience and other qualities pertinent to your qualifications for employment, including reasons for termination of past employments. Such inquiries may include investigative consumer reports that relate to your character, general reputation, personal characteristics, or mode of living and are obtained by personal interviews with your neighbors, friends, associates, and others.

In compliance with the Fair Credit Reporting Act (FCRA), you are entitled to be informed if an offer of employment is withheld because of information obtained from CBY Systems Inc. and, in that event, upon your written request, CBY Systems Inc. will provide a copy of the consumer and/or investigative consumer reports we receive, information regarding the nature and scope of the investigation, and the FTC notice, "A Summary of Your Rights Under the Fair Credit Reporting Act." A copy of "A Summary of Your Rights Under the Fair Credit Reporting Act" is also attached to this Employment Inquiry Release.

Please complete and sign this form authorizing, without reservation, any party, including, but not limited to, employers, consumer reporting agencies, law enforcement agencies, state agencies, institutions and private information bureaus or repositories, contacted by CBY System Inc. to furnish any or all of the above mentioned information, including consumer reports and/or investigative consumer reports. Your signature allows a photocopy or fax copy of this authorization to be as valid as the original.

PRINT FULL NAME _____ *DATE OF BIRTH _____

SOCIAL SECURITY # _____ DRIVER LICENSE # _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

MAIDEN OR OTHER NAMES USED _____

GRADUATION DATE: HIGH SCHOOL _____ COLLEGE _____

APPLICANT SIGNATURE AND DATE: _____

*Date of birth is being requested only for the purposes of identification in obtaining accurate retrieval of records and it will not be used for discriminatory purposes. This template document is for informational purposes in regards to employment screening.

Revised 04/2019

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide Consumer Reporting Agencies

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

CONTACT:

- | | |
|---|---|
| 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates | a. Consumer Financial Protection Bureau
1700 G Street, N.W.
Washington, DC 20552 |
| b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB: | b. Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357 |
| 2. To the extent not included in item 1 above: | a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050 |
| a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks | b. Federal Reserve Consumer Help Center
P.O. Box. 1200
Minneapolis, MN 55480 |
| b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act | c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106 |
| c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations | d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314 |
| d. Federal Credit Unions | Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division
Department of Transportation
1200 New Jersey Avenue, S.E.
Washington, DC 20590 |
| 3. Air carriers | Office of Proceedings, Surface Transportation Board
Department of Transportation
395 E Street, S.W.
Washington, DC 20423 |
| 4. Creditors Subject to the Surface Transportation Board | Nearest Packers and Stockyards Administration area supervisor |
| 5. Creditors Subject to the Packers and Stockyards Act, 1921 | Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, S.W., 8th Floor
Washington, DC 20416 |
| 6. Small Business Investment Companies | Securities and Exchange Commission
100 F Street, N.E.
Washington, DC 20549 |
| 7. Brokers and Dealers | Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090 |
| 8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations | FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357 |
| 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above | |