



## APPLICATION FOR EMPLOYMENT

PO Box 48275, Spokane, WA 99228  
[www.primesourcecu.org](http://www.primesourcecu.org)

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants are considered regardless of race, color, creed, religion, age, sex, sexual orientation, gender identity and expression, marital status, national origin, veteran status, disability, or genetic information.

**INSTRUCTIONS - PLEASE READ**

This is a general employment application required for all jobs. As the hiring process continues, you may be asked to provide a more detailed survey of your qualifications as they relate to a specific job or an additional authorization for release of information.

<b>PERSONAL INFORMATION</b>		Today's Date	
Last Name		First Name	Initial
Other names used:		Dates used: from                      to	
Present Street Address			
City		State	Zip
Mailing Address (if different from above)			
City		State	Zip
Home Telephone Number	Cell Phone Number	Message Phone Number	Email Address
Can you provide documentation that you may be lawfully employed in the U.S.? Yes ___ No ___			Are you at least 18 years of age? Yes ___ No ___
Have you applied here before? Yes ___ No ___ If yes, when?		Have you ever been employed by this company before? Yes ___ No ___	
If yes, dates of employment and in what position?			
Do any of your relatives or persons of your same household work here? If yes, please give their names.			
Position applied for:			Date you are available to start:
List any certificates or licenses you hold related to your qualifications for the work you seek:			

**PERSONAL INFORMATION (CONTINUED)**

How were you referred to us?		<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website (name)
<input type="checkbox"/> Employee referral (name)	<input type="checkbox"/> Indeed	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Other (explain)
Check if you are willing to accept regular work on:			
<input type="checkbox"/> Full Time	<input type="checkbox"/> Temp/Seasonal	<input type="checkbox"/> Day Shift	<input type="checkbox"/> Night Shift
<input type="checkbox"/> Part Time	<input type="checkbox"/> On Call	<input type="checkbox"/> Evening Shift	<input type="checkbox"/> Variable Shifts
Can you stay late on short notice if required? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you willing to relocate? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Any prior commitments which would require absence of more than a few hours in the next 12 months? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, Please explain:			

**EDUCATION**

	School Name, City, State	Graduated Y/N	Degree & Major	GPA
High School				
College/Univ.				
College/Univ.				
Trade/Other				
Scholastic honors achieved:				
Are you currently a student? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, school name, course of study, & portion completed:		
Outside activities while in school which you feel reflect your abilities:				
Plans for future education/training:				

**EMPLOYMENT HISTORY**

Start with PRESENT or most recent employer.

Name of Organization		Employment Dates (month and year) From _____ To _____	
Type of Business or Industry			
Address	City	State	Zip
Supervisor Name and Title			
May we contact your current employer? Yes ___ No ___			

Phone Number		Email Address	
Your job title(s)			
Duties of position & skills used:			
Employment Status (FT, PT, contract):			
Reason for leaving			
Name of Organization		Employment Dates (Month and year) From _____ To _____	
Type of Business or Industry			
Address		City	State      Zip
Supervisor Name and Title			
Phone Number		Email Address	
Your job title(s)			
Duties of position & skills used:			
Employment Status (FT, PT, contract):			
Reason for leaving			
Name of Organization		Employment Dates (Month and year): From _____ To _____	
Type of Business or Industry			
Address		City	State      Zip
Supervisor Name and Title			
Phone Number		Email Address	
Your job title(s)			
Duties of position & skills used:			
Employment Status (FT, PT, contract):			
Reason for leaving			

**VOLUNTEER ACTIVITIES AND EXPERIENCE**

Describe your involvement in volunteer activities which may help assess your abilities. Please exclude those activities which may indicate your race, color, creed, religion, age, sex, sexual orientation, gender identity and expression, marital status, national origin, veteran status, disability or genetic information.

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**OTHER SKILLS AND QUALIFICATIONS**

Please list any other skills, qualifications or experience pertinent to the career you seek. (e.g. - Computers, software, machines, tools, special certifications, etc.)

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**REFERENCES**

Please do not include family members.

Name	Relationship
Company	
Position/Title	
Phone Number	Email Address
Name	Relationship
Company	
Position/Title	
Phone Number	Email Address
Name	Relationship
Company	
Position/Title	
Phone Number	Email Address

**APPLICANT'S STATEMENT**

I hereby affirm that the information provided on this application, and accompanying letters or resume, is true and complete.

I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment or result in my dismissal if hired.

I authorize this employer to investigate my background thoroughly, and agree to assist in such investigation. I release and hold harmless, and promise not to claim damages from any of my prior employers listed above for providing information.

I agree to submit to any drug test that may be required by the employer (if applicable). I understand that the refusal to submit to testing will result in my disqualification for employment with this organization.

I also understand that employment may be conditioned upon an investigation into criminal convictions on record with Local, State or Federal law enforcement authorities.

I understand that, if hired, my employment is not for any specific period or duration and is terminable at will by the employer or me at any time with or without cause or notice. I understand this application is NOT A CONTRACT.

I agree to present documentation proving my eligibility to work in the United States, and that failure to do so voids any offer of employment.

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Today's date

**EMPLOYMENT APPLICATION**  
Equal Opportunity Employer

Thank you for your interest in working for us! Please review these important features of our hiring process:

1. Applications are active for 60 days or until the current hiring process is closed.
2. Applicants may be asked to review information about our mission, our high standards for employees and specific job requirements, and certify your understanding, before applying.
3. Hiring is a two way process - We encourage applicants to ask questions and will do our best to answer them.
4. Due to the volume of applications received, we will not be able to notify each and every applicant not selected. Only those selected for further interviews will be contacted.
5. In some cases, internal candidates are considered alongside external applicants.
6. This application does not guarantee an interview or offer of employment.
7. All job offers may be contingent on satisfactory completion of background investigation. Job offers are not final until confirmed in writing.
8. Our employees deserve the best co-workers possible. Therefore we reserve the right to hire the best qualified person for the job.

**Please initial and date after reading the hiring process above:** \_\_\_\_\_



ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by **PrimeSource Credit Union** (the "Company") at any time after receipt of this authorization and throughout my employment (or volunteer assignment(s)), as applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **ACRAnet, Inc., 521 W. Maxwell Ave., Spokane, WA 99201, 800-304-1249, [www.acranet.com](http://www.acranet.com)** and/or the Company. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**New York applicants only:** Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law

**New York City applicants only:** By signing this form, you further authorize the Company to provide you with a copy of your consumer report, the New York City Fair Chance Act Notice form, and any other documents, to the extent required by law, at the mailing address and/or email address you provide to the Company.

**Minnesota applicants only:** You have the right to submit a written request to the consumer reporting agency for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within five business days after its receipt of your request or the report was requested by the Company, whichever date is later. Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**Oklahoma applicants only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

**Washington State applicants only:** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



DISCLOSURE REGARDING BACKGROUND INVESTIGATION

**PrimeSource Credit Union** may obtain information about you from a third-party consumer reporting agency for employment purposes (including independent contractor or volunteer assignments, as applicable). Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks.

These searches will be conducted by **ACRAnet, Inc., 521 W. Maxwell Ave., Spokane, WA 99201, 800-304-1249, [www.acranet.com](http://www.acranet.com)**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**NOTICE REGARDING CREDIT REPORTS PER WASHINGTON LAW**

Pursuant to the Revised Code of Washington § 19.182.020, the Company may use credit reports for employment purposes. The Company intends to obtain a credit report to be used in your potential or continuing employment because the position involved in this employment decision:

- Is required by state or federal law to include individual credit history.
- Involves access to financial information such as an exchange of cash, checks, credit or debit cards (i.e. the processing of loans or extension of credit).
- Requires the Company to obtain credit history as a condition of obtaining insurance or a surety or fidelity bond.
- Is with a financial institution.
- Is a public safety position.
- Requires a financial fiduciary responsibility to the Company or the Company's clients, including the authority to issue payments, collect debts, transfer money or enter into contracts.
- Is such that your credit information is otherwise substantially related to the position because \_\_\_\_\_.

The source of any credit report will be Experian, 701 Experian Parkway, PO Box 2002, Allen, TX 75013, Phone: 888-397-3742.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 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 FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://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](http://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](http://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](http://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](http://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:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>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.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>