

# Application For Employment

We request the following information to help us make the best possible placement within our credit union.

Please type or print in ink when completing this form.

We appreciate the time you spend completing this form.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street City State Zip Code

Home telephone No. ( ) \_\_\_\_\_ Social Security No. \_\_\_\_\_

Driver's License Information: State \_\_\_\_\_ Number \_\_\_\_\_

## PERSONAL

- Hour  
 Monthly  
 Annual

Position(s) Applying For: \_\_\_\_\_ Salary Desired: \$ \_\_\_\_\_

Date Available: \_\_\_\_\_ Employment Preference: Full time  Part time  Temporary

Are you legally eligible for employment in the USA?  Yes  No If not a U.S. citizen, give visa status \_\_\_\_\_

Referral Source:  Employee  Advertisement  Walk-in  
 Relative  Employment Agency  Other \_\_\_\_\_

Are you under 18?  Yes  No If under 18, can you furnish work permit?  Yes  No

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

Have you ever worked at a credit union?  Yes  No If yes, when and where? \_\_\_\_\_

Have you ever been bonded?  Yes  No Will you work overtime if needed?  Yes  No

Can you travel if the job requires it?  Yes  No Will you relocate if the job requires it?  Yes  No

Have you ever been convicted of a felony?  Yes  No If yes, please give details: \_\_\_\_\_

## EDUCATIONAL

Name	City & State	Circle Last Year Completed	Major Course/ Subject	Grade Average	Degree
High School		1 2 3 4			
Business/Trade School		1 2 3 4			
College		1 2 3 4			
Graduate School		1 2 3 4			
Other (specify)		1 2 3 4			

Are you currently pursuing further studies?  Yes  No

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

continued on next page

**MILITARY HISTORY:**

Have you served in the U.S. Armed Forces?  Yes  No If yes, state branch and dates of duty \_\_\_\_\_

Describe any training received relevant to the position(s) applied for: \_\_\_\_\_

**SKILLS:** Check which machines you can operate and/or skills and experience you have:

- Typewriter \_\_\_\_\_ wpm
- Shorthand/Speedwriting \_\_\_\_\_ wpm
- Calculator
- Personal Computer  
Software: \_\_\_\_\_
- Receptionist
- Teller/Cashier
- Member Services Representative
- Secretary
- Collections
- Adding Machine
- Switchboard (# of lines \_\_\_\_\_; # of extensions \_\_\_\_\_)
- Date Entry Terminal (Keystrokes: \_\_\_\_\_)
- CRT
- Accounting (type experience \_\_\_\_\_)
- Lending Officer
- Branch Management
- Department Management (Dept: \_\_\_\_\_)
- Other: \_\_\_\_\_

Can you perform the essential job functions of the position(s) for which you are applying, with or without reasonable disability accommodations?

- Yes  No

If you feel it is necessary, please explain. \_\_\_\_\_

Supplement: Use the space below to describe your interest in this credit union and the skills and attitudes that you feel qualify you for a position with us. You may wish to include participation in civic and community activities, professional societies and/or hobbies, sports, special training or skills. Do not list organizations which reveal race, creed, color, religion, national origin, age, sex, or disability.

If currently employed, why do you wish to make a change?

Have you ever been discharged or requested to resign?  Yes  No

If yes, why? \_\_\_\_\_

# EMPLOYMENT HISTORY:

Please list below, present and past employment, Be specific.

Please begin with your present or most current employer.

Company		Address		Telephone Number	
Dates employed From: _____ To: _____		Salary Starting _____	Salary Ending _____	May we contact for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your title		Supervisor's Name & Title		May we contact you at work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duties					
Reason for leaving					

Company		Address		Telephone Number	
Dates employed From: _____ To: _____		Salary Starting _____	Salary Ending _____	May we contact for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your title		Supervisor's Name & Title			
Duties					
Reason for leaving					

Company		Address		Telephone Number	
Dates employed From: _____ To: _____		Salary Starting _____	Salary Ending _____	May we contact for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your title		Supervisor's Name & Title			
Duties					
Reason for leaving					

Company		Address		Telephone Number	
Dates employed From: _____ To: _____		Salary Starting _____	Salary Ending _____	May we contact for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your title		Supervisor's Name & Title			
Duties					
Reason for leaving					

Company		Address		Telephone Number	
Dates employed From: _____ To: _____		Salary Starting _____	Salary Ending _____	May we contact for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your title		Supervisor's Name & Title			
Duties					
Reason for leaving					

Please account for your time during any periods of unemployment, other than when you were in school.

To	Dates	From	Explanation

**REFERENCES:**

Please list names, addresses and phone numbers of two personal references, excluding relatives and former employers.

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

Phone # ( ) - \_\_\_\_\_

Phone # ( ) - \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING**

In filing this application for employment, I authorize the Credit Union to inquire into all statements made in this application, with full knowledge that any misrepresentations or omissions of facts will prejudice my application for employment, and may, if I become employed, be sufficient cause for dismissal from the Credit Union. If I should be employed, I agree to abide by all the rules and policies of the Credit Union; and I understand I will be reviewed after the first \_\_\_\_\_ days of employment. Completion of this application by me or its receipt by the Credit Union does not indicate there are any positions open and does not in any way obligate the Credit Union. I understand that as a part of normal procedure for processing employment applications and employment requests, a routine inquiry may be made concerning information of character, general reputation, credit, personal characteristics, mode of living and driving records or any reports connected with such records. I authorize such investigations and acknowledge that information on the nature and scope of such reports, if any are made, is available upon written request. All applicants are hereby notified that employment applications are valid for sixty days. After sixty days, a new application must be completed.

In consideration of my employment, I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Credit Union or me. I understand that no one (other than the Board of Directors of the Credit Union) has the authority to enter into any agreement which will modify the at will nature of the employment relationship and further agree that the at will nature of my employment relationship cannot be modified except by the express written agreement signed by an authorized representative of the Board of Directors of the Credit Union and specifically purporting to modify or terminate the at will nature of my employment relationship with the credit union.

I, the undersigned, of my own free will and without duress, agree in connection with my application for employment with the Credit Union to submit to alcohol/drug testing. I agree that the results of alcohol/drug testing will become a part of my employment application and my personnel file in the event I am employed. I understand that these alcohol/drug examinations may be repeated from time to time during my employment and I understand that as a condition of my employment and continued employment, the Credit Union may, from time to time, require me to submit specimens of blood, urine and other bodily fluids for testing to determine the presence of alcohol and/or controlled substances. I hereby authorize and consent to such testing and do hereby authorize the testing agency to release the results of any such test to the Credit Union. I understand that if I fail to comply with the Credit Union's request in this regard or to furnish the appropriate samples when and as requested I will be subject to immediate termination. I understand that any of my personal items brought into the Credit Union, including lunch boxes, purses and packages, are subject to search(s) at any time. I also understand that my locker or desk is subject to search at any time. I consent to such search or agree to cooperate with the credit Union, if required. Failure to cooperate in a Credit Union authorized search shall be grounds for immediate termination of my employment.

I hereby waive and release any and all claims and causes of action of every kind whatsoever against the Credit Union or any of its officers and employees and any person, firm or corporation engaged by the Credit Union in the taking and maintaining of such alcohol/drug tests, and conducting searches, or from any resulting action or non-action by the Credit Union because of such tests, or in conducting any investigation concerning my background, which I may now or in the future have arising out of or in connection with aforesaid alcohol/drug tests or investigative procedures.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

We are an equal opportunity employment company. We are dedicated to a policy of nondiscriminatory employment on any basis including race, creed, color, religion, sex, age, national origin or disability unrelated to job performance. The Credit Union also takes affirmative action as required by law or statute to hire qualified veterans, veterans of Vietnam Era and disabled persons.

You will not automatically be disqualified if you have a criminal record.

**CREDIT REPORT AUTHORIZATION FOR EMPLOYMENT PURPOSES**

By signing below, you hereby authorize the Credit Union to obtain a consumer credit report on you. If the Credit Union takes an adverse action based on this report, you will be provided with a copy of the credit report and a summary of your rights under the Fair Credit Reporting Act.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date