

*Federal and State laws prohibit discrimination in employment based on race, religion, gender, national origin, age, disability, marital status, veteran status, military obligations or association with any of the above. The Credit Union is committed to the principles of equal employment and intends to comply with all applicable laws.*

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

**Personal Information**

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

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

If under 18 years of age, do you have a work permit? Yes No

Are you either a US citizen or an alien with legal right to work in the US? Yes No  
 (You will be required to furnish proof of lawful work status if you are offered a job)

Are you fully able to perform duties of the job(s) for which you have applied, with or without reasonable accommodation? Yes No

If no, please describe any task which you are not able to perform with or without reasonable accommodation:

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

Have you ever been convicted of a crime? Yes No

If so, please describe fully the conviction(s), the nature of the offense, your age at the time of the offense and rehabilitation since the conviction. A conviction record will not necessarily be a bar to the employment.

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

Have you ever had any bond coverage modified or revoked? Yes No

Have you ever had an application for bond declined? Yes No

Type of employment desired: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_ Desired Shift \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Date you can begin: \_\_\_\_\_

Have you ever worked for the Credit Union before? Yes No

Reason for Leaving: \_\_\_\_\_

**Education**

Highest Grade Completed

1 2 3 4 5 6 7 8  
Grade School

9 10 11 12  
High School

1 2 3 4  
College

Name of last school attended: \_\_\_\_\_

License, Vocational or Trade Training: \_\_\_\_\_

**Employment History**

*List below your work experience (starting with your present or most recent employer) for the last five years or your last four employers, whichever will provide us with the most and best information about you. Use the reverse side of the application form if you need additional space. Please account for all periods of unemployment in this section.*

Dates of Employment From: _____ To: _____	Name, Address & Phone Number of Employer: _____ _____	Salary: Start: _____ End: _____
Briefly describe your job duties and work experience: _____ _____ Reason for Leaving: _____ _____ Name of Supervisor: _____ May we contact for a reference? Yes No		
Dates of Employment From: _____ To: _____	Name, Address & Phone Number of Employer: _____ _____	Salary: Start: _____ End: _____
Briefly describe your job duties and work experience: _____ _____ Reason for Leaving: _____ _____ Name of Supervisor: _____ May we contact for a reference? Yes No		
Dates of Employment From: _____ To: _____	Name, Address & Phone Number of Employer: _____ _____	Salary: Start: _____ End: _____
Briefly describe your job duties and work experience: _____ _____ Reason for Leaving: _____ _____ Name of Supervisor: _____ May we contact for a reference? Yes No		

Dates of Employment From: _____ To: _____	Name, Address & Phone Number of Employer: _____ _____	Salary: Start: _____ End: _____
Briefly describe your job duties and work experience: _____ _____		
Reason for Leaving: _____ _____		
Name of Supervisor: _____ May we contact for a reference? Yes No		

**Employment References**

List the names and telephone numbers of at least three work related references (not related to you).

Name: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Years Known \_\_\_\_\_

Name: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Years Known \_\_\_\_\_

Name: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Years Known \_\_\_\_\_

**Applicant's Statement**

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the credit union's service, whenever it is discovered. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I give the credit union the right to contact and obtain information from all personal references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the credit union and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The credit union does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

***This application is current for only 60 days.*** At the conclusion of this time, if I have not heard from the credit union and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the credit union reserves the same right to terminate my employment at any time, with or without cause and without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the credit union, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the company's policy not to refuse to hire a qualified individual with a disability because of that person's need for reasonable accommodation as required by the ADA.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

# Credit Report Disclosure and Release

## Disclosure

It is the policy of the credit union to protect the safety and soundness of the credit union and the interests of its members by obtaining a consumer report and/or an investigative consumer report on certain applicants and employees. This release shall serve as a formal disclosure that a consumer report may be obtained.

The Credit Union will not use the information obtained in violation of any federal or state equal opportunity law or regulation, and that, if any adverse action is to be taken based on the consumer report, a copy of the report and a summary of the consumer's rights will be provided to the applicant/employee.

Should an *investigative consumer report* be completed, the applicant/employee may request (in writing) a complete description of the nature and scope of the investigation.

## Release

I authorize any consumer reporting agency to furnish to the credit union, or any agent acting on its behalf, a consumer report and/or an investigative consumer report including information as to my character, general reputation and personal characteristics.

I recognize that I may be subject to a consumer report and/or an investigative consumer report ordered by the Credit Union. I have the right to request in writing whether or not a consumer report and/or investigative consumer report was requested and if either report was requested the name and address of the consumer reporting agency to whom the request was made, and in the case of an investigative consumer report, a complete and accurate disclosure of the nature and scope of the investigation requested.

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Signature of Applicant/Employee

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Date