

## APPLICATION FOR EMPLOYMENT

This Credit Union does not discriminate in employment practices on account of race, creed, color, national origin, ancestry, sex, age, marital status, veteran status, disability, sexual orientation, arrest record, conviction record, membership in the National Guard, use or non-use of lawful products off our premises, genetic information, or any other basis prohibited by applicable state or federal law.

*Please contact the Credit Union directly if you need an accommodation to participate in the application process.*

**Note:** This application must be filled out in its entirety even if the Credit Union permits you to submit a resume and you are doing so. Please continue on a separate sheet for any question when necessary.

**Note:** This application is effective for 30 days from the date written on it. After the 30-day time period expires you must renew your application to be considered for another job opening.

Last name, first name, middle initial:

Is any additional information about a change of name, use of an assumed name, or nickname necessary to enable a check on your work record? If so, please explain:

Present address (include street, city, state and zip code):

Daytime phone:

Evening phone:

Last previous address (if at present address less than two years):

Email:

Are you 18 years of age or over?    Yes    No

Are you legally authorized to work in the United States at the present time?    Yes    No

Position desired:

Status:            full-time            part-time            summer

Salary desired: \$ \_\_\_\_\_  
    Hourly     Annually

Salary in most current position: \$

Earliest start date:

How were you referred to this organization?

|                     |                          |
|---------------------|--------------------------|
| Newspaper ad        | Friend/employee          |
| Employment agency   | On my own                |
| School              | State employment service |
| Other source: _____ |                          |

I have applied for a position with the Credit Union in the past.  
 I have worked for the Credit Union in the past.  
 If you checked either box, please give the date you applied or began work: \_\_\_\_\_

Do you have any commitments to another employer that might affect your employment with this organization?    Yes    No

**Work Experience** - account for all employment since high school or last ten years, whichever is less, with most recent experience first.

| From Mo/Yr | To Mo/Yr | Employer name, address, and phone number | Principal duties and ending salary | Supervisor's name | Reason for leaving |
|------------|----------|--|------------------------------------|-------------------|--------------------|
|            |          |  |                                    |                   |                    |
|            |          |  |                                    |                   |                    |
|            |          |  |                                    |                   |                    |
|            |          |  |                                    |                   |                    |
|            |          |  |                                    |                   |                    |
|            |          |  |                                    |                   |                    |

## APPLICATION FOR EMPLOYMENT (cont.)

### Education/Background

| Name                       | Address | Course of study  | Graduate?<br>If yes, state degree |
|----------------------------|---------|------------------|-----------------------------------|
| High School:               |         |                  |                                   |
| College/Tech./Bus. School: |         | Major:<br>Minor: |                                   |
| Graduate School:           |         |                  |                                   |

List additional *job-related* seminars, short courses, workshops, or other educational experiences, along with the approximate dates of completion:

List *job-related* certificates and licenses, along with dates obtained:

List any other *job-related* skills and abilities:

**Please check the appropriate boxes before signing this application.** If you have any questions regarding the following statements, please ask about them before signing.

I certify that all information and statements I have provided in this application and in any accompanying documents are accurate and complete.

I understand that providing false or misleading information on this application form or on any materials I provide with it could result in my not being hired or in termination of my employment if I am hired.

I understand that my past and present employers and educational institutions will be contacted to verify my references.

I authorize the Credit Union to conduct a background check on me and to contact and verify my references. (If the Credit Union intends to obtain a credit report, it will first obtain my authorization and signature on a separate document.)

I understand and acknowledge that in the event I am hired, my employment will be at-will -- meaning that either the Credit Union or I can terminate it at any time and for any reason that is not unlawful. The at-will relationship will remain throughout my employment unless I enter into a written agreement stating otherwise from the board of directors or an officer of the Credit Union with authority to enter into the agreement.

I acknowledge that no offer or promise of employment has been made as of this date.

\_\_\_\_\_ **X** \_\_\_\_\_ \_\_\_\_\_  
 Applicant's name Applicant's signature Date