

Name: _____
 Last First Middle

Applicants are considered for sought positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, or any other legally protected status.



APPLICATION FOR EMPLOYMENT

I understand this application will be given consideration, but its receipt does not imply that I will be employed. If I should become employed by the Credit Union, I agree to be subject to all rules and regulations governing Credit Union personnel.

I hereby affirm that to the best of my knowledge, all information I am furnishing is true and correct. I understand that if any information requested in this application is false or omitted with the effect of misrepresentation, it will be sufficient grounds for my immediate termination from the employ of the Credit Union.

This application becomes void after sixty (60) days unless renewed by applicant.

_____ Date _____ Signature of Applicant

APPLICANT DATA RECORD

P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Home Phone ()
	City, State, Zip			Business Phone ()
	Position Desired:			Pay Expected
	Have you ever applied for employment with us? ____ Yes ____ No If Yes: Month and Year _____ Location _____			Social Security Number
	The Credit Union's general work hours are from 8:15 a.m. to 5:45 p.m. Monday - Friday, and 8:45 a.m. to 1:15 p.m. on Saturday. Are you available to work during these hours? ____ Yes ____ No			Will you work overtime if asked? ____ Yes ____ No
	Are you legally eligible for employment in the United States? ____ Yes ____ No (Proof of citizenship or immigration status will be required upon employment.)			When will you be available to begin work?
	Other special training or skills (languages, machine operation, etc.) relevant to the position for which you are applying:			
	Why are you seeking employment with the Credit Union?			

What education or training have you had that you believe would help you perform the job for which you are applying?

T R A I N I N G	SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Have you ever had any job-related training in the U. S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe any special training relevant to the position for which you are applying.					
List any membership in professional or civic activities that you think might be helpful in the position for which you are applying. (You may exclude those which disclose your race, color, religion, national origin, disability, or other protected status.)						

Check the appropriate blank to indicate proficiency in the use of the following equipment. List how skill was acquired (school, on-the-job, etc.). Skill tests may be used to confirm these responses.

T R A I N I N G	<input type="checkbox"/> Teller Machine _____	<input type="checkbox"/> Computers _____
	<input type="checkbox"/> Teller Programs _____	<input type="checkbox"/> Operating System Programming _____
	<input type="checkbox"/> Calculator _____	<input type="checkbox"/> Word Processing _____
	<input type="checkbox"/> Typewriter/Keyboard _____	<input type="checkbox"/> Spreadsheet Software _____
	<input type="checkbox"/> Office Equipment _____	<input type="checkbox"/> Office Software _____
	<input type="checkbox"/> Other (List) _____	<input type="checkbox"/> Other (List) _____
	_____	_____

GENERAL INFORMATION

Have you ever been employed by a financial institution (bank, savings/loan organization, or credit union) in the past?
____ Yes ____ No

If the answer is yes, list employer name(s), position(s) held and duties performed in each:

Have you ever been bonded? ____ Yes ____ No
Refused bond? ____ Yes ____ No If yes, state reason: _____

Have you ever been discharged or requested to resign from a position? ____ Yes ____ No
If yes, provide employer name(s), position(s) held, and explain the circumstances of each termination:

Have you ever held a position of trust (handling money or confidential information)? ____ Yes ____ No
If yes, provide employer name(s), position(s) held, and explain why each job ended:

Does your present employer know you plan an employment change? ____ Yes ____ No

Why do you desire to change employment? _____

REFERENCES

Give the following information for persons who have known you for at least one year,
who are neither relatives nor former employers.

NAME AND OCCUPATION:

1. _____
Address, Zip and Phone

2. _____
Address, Zip and Phone

3. _____
Address, Zip and Phone