



Date:
Job/Position you are applying for:
Available start date:

# Application for Employment

## Tell Us About Yourself:

Name:		Phone Number:
Address:		Email:
City:	State:	Zip Code:

Have you ever worked for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently working? <input type="checkbox"/> Yes <input type="checkbox"/> No
If so, when?	May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know anyone presently working for our credit union? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, who?	Are you able to perform the essential functions of this job with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Hours Available to Work:

Monday	From:	To:	Friday	From:	To:
Tuesday	From:	To:	Saturday	From:	To:
Wednesday	From:	To:	Sunday		
Thursday	From:	To:			

**Employment History:** Starting with your present or most recent employers, list all previous employers up to 10 years. Include self-employment, military service, summer, part-time, and casual jobs. (If more space is needed, please attach a separate sheet with the information)

Company:	Phone Number:
Address:	Name of Supervisor:
Job Title:	Dates of Employment:
Reason for Leaving:	
Company:	Phone Number:
Address:	Name of Supervisor:
Job Title:	Dates of Employment:
Reason for Leaving:	
Company:	Phone Number:
Address:	Name of Supervisor:
Job Title:	Dates of Employment:
Reason for Leaving:	

**Professional References:**

Name:		Occupation:
# of Years Known:	Relation:	Contact Information:
Name:		Occupation:
# of Years Known:	Relation:	Contact information:

**Education:**

	Name of School, City, State	# of Years Attended	Degrees
Elementary:			
Jr. High / Intermediate:			
High School:			
College:			
Other (Trade school, etc.)			

**Note:**

It is the policy of this credit union to hire only U.S. citizens and noncitizens who are authorized to work in this country. (As a condition of employment, you will be required to produce original documents establishing your identity and authorization to work, and to complete the U.S. Immigration and Naturalization Service's Form I-9).

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any/all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test. \_\_\_\_\_  
 Applicant's initials

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason. \_\_\_\_\_  
 Applicant's initials

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file. \_\_\_\_\_  
 Applicant's initials

I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal. \_\_\_\_\_  
 Applicant's initials

If hired, I agree to abide by all the rules and policies of the employer. \_\_\_\_\_  
 Applicant's initials

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I understand that my application will not be considered if it is incomplete. Further, I understand that any misrepresentation or omission when discovered, will subject me to discharge and I hereby authorize any investigation of the above or related work experience, education, or reputation information for purposes of consideration of my application for employment.

This application is not a contract and cannot create a contract. I understand that if I am employed, my employment is "at will" and can be terminated at any time, either by myself or the credit union, with or without cause or reason and with or without notice.

\_\_\_\_\_ Application Date \_\_\_\_\_ Applicant's Signature