

## Employment Application

Position Desired: \_\_\_\_\_

Salary Desired: \_\_\_\_\_

### General Information

Name \_\_\_\_\_ Cell/HM Phone \_\_\_\_\_

Current Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Are you over the age of 18  Yes  No If not, state your age: \_\_\_\_\_

Date you can start: \_\_\_\_\_

### Additional Data – Check Yes or No and give explanations where applicable

Yes  No Have you ever applied at this credit union before? If so, when? \_\_\_\_\_

Yes  No Have you previously been employed by this credit union? If yes, when? \_\_\_\_\_  
Where? \_\_\_\_\_ Position? \_\_\_\_\_

Yes  No Have you worked for a financial institution before? If yes, where? \_\_\_\_\_  
When? \_\_\_\_\_ Position? \_\_\_\_\_

Yes  No Are you related to a credit union employee? If so, whom? \_\_\_\_\_  
Relationship? \_\_\_\_\_

Yes  No Are you willing to work overtime if necessary?

Yes  No Are you willing to work rotating shifts, including evenings, and weekends?

Yes  No Has any surety company ever refused to issue or continue bond on your behalf?  
If so, when? \_\_\_\_\_ What Company? \_\_\_\_\_

Yes  No Have you ever been convicted of or plead no contest to a crime? (A criminal conviction is not an automatic or absolute bar to employment. Convictions will be considered based on the time and nature of the offense and as related to jobs applied for, therefore all applicants should answer this question.)



**How were you referred to City Credit Union?**

- Employment Advertisement (please name publication) \_\_\_\_\_
- Employment Agency (please name agency) \_\_\_\_\_
- City Credit Union Employee (please name employee) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

**Employment Information** – Minimum 10 years required. (Describe in detail the work you performed. If you need more room to complete your prior work history, use additional paper)

May we contact your current employer?  Yes  No

Dates employed From/To	Company/City/State	Supervisor Name/Title	Phone #	Position held	Reason for leaving	Salary Start/End

**References** – List personal references (Other than relatives or former employers) who know your abilities.

Name	Address/City/State/Zip	Phone	Occupation	Years known



**Residence Information – Minimum 10 years required.**

Date of Residence From/To	Street	APT	City	State	Zipcode

**Educational Information – High school, GED, and/or College.**

	# of years completed	School	City/State	Phone #	Degree (Y/N)	Major
GED						
High School						
College						
Grad. School						
Bus. School						

**Skills - That you believe are related to the job for which you are applying.**

Typing \_\_\_\_\_ WPM      Office Equipment \_\_\_\_\_

Are there any other skills, abilities, or experience that you feel qualify you for work with our credit union?

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## Pre-Employment Statement

I understand that:

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials provided during the hiring process, or during any interviews, can be justification for the withdrawal of any offer of employment, or, if employed, termination from the credit union's employ regardless of when discovered.

In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the company and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the credit union or myself. The company has no obligation to offer me employment or for me to accept employment, if offered. I understand any offer of employment will be as an at-will employee of City Credit Union.

I authorize the company to investigate my references and communicate with my former employers concerning my employment unless specifically stated otherwise in this application. I authorize all individuals, schools, and employers named, and all financial institutions, law enforcement agencies, and all persons except as specifically limited on this application to provide information requested about me, and I promise I will not bring any legal claims or actions against my current or former employers due to their responses to my job reference request.

I understand that Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In accordance with such laws, all offers of employment are subject to verification of the applicant's identity and legal right to work for City Credit Union in the United States, and it will be necessary for me to submit such documents that are required by law to verify my identification and employment authorization upon employment.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

