

Education

Circle Highest Grade Completed:

Grade School:	1 2 3 4 5 6 7 8
High School:	9 10 11 12
College:	1 2 3 4

Name of last school attended: _____

List any degrees, certificates, or diploma you have obtained: _____

List any License, Vocational or Trade Training you have: _____

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.

<u>Name, Address and Phone Number of Employer:</u>		
Salary	Dates of Employment	Supervisor
Start: _____	From: _____	Name: _____
Finish: _____	To: _____	_____ May we contact for a reference? _____
Briefly describe your job duties and work experience:		
Reason for Leaving:		

Name, Address and Phone Number of Employer:

Salary	Dates of Employment	Supervisor
Start: _____ Finish: _____	From: _____ To: _____	Name: _____ _____ May we contact for a reference? _____

Briefly describe your job duties and work experience:

Reason for Leaving:

Name, Address and Phone Number of Employer:

Salary	Dates of Employment	Supervisor
Start: _____ Finish: _____	From: _____ To: _____	Name: _____ _____ May we contact for a reference? _____

Briefly describe your job duties and work experience:

Reason for Leaving:

Name, Address and Phone Number of Employer:

Salary	Dates of Employment	Supervisor
Start: _____ Finish: _____	From: _____ To: _____	Name: _____ _____ May we contact for a reference? _____

Briefly describe your job duties and work experience:

Reason for Leaving:

Employment References

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

Name/address:	Telephone: ()	Years known:
Name/address:	Telephone: ()	Years known:
Name/address:	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 a 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.

Applicant's 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* to 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, and that I have a 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.

Signature of Applicant/Employee

Date

ADDENDUM TO EMPLOYMENT APPLICATION

Additional information regarding Conviction Record. If you answered yes, and have been convicted of a felony or misdemeanor, please provide additional information such as the date of the offense, the location of the Court, the seriousness and nature of the offense and rehabilitation completed.

What happened (describe offense):

When (Month/Date):

Location of Court:

Disposition (fine, probation, community service, incarceration, etc.):

Application Signature: _____ Date: _____

(Please note: A conviction record will not necessarily be a bar to employment. Factors such as seriousness and nature of the violation and rehabilitation will be taken into account.)