



## Employment Application

<b>Position Desired:</b> _____	<b>Salary Desired:</b> _____	<b>Date you can start:</b> _____
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**Name** \_\_\_\_\_ **Wk Phone** \_\_\_\_\_ **Hm Phone** \_\_\_\_\_

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

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

**SS#** \_\_\_\_\_ **Driver License #** \_\_\_\_\_ **State** \_\_\_\_\_

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

### 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, to whom? \_\_\_\_\_  
Location? \_\_\_\_\_ Relationship? \_\_\_\_\_
- Yes  No Are you willing to work overtime if necessary?
- Yes  No Are you willing to work rotating shifts, including evenings, week-ends?
- Yes  No Have you ever been convicted of a crime? (circumstances surrounding the conviction will be taken into account)  
If yes-Nature of offense? \_\_\_\_\_  
When? \_\_\_\_\_ Where? \_\_\_\_\_ Disposition? \_\_\_\_\_
- Yes  No Has any surety company ever refused to issue or continue bond on your behalf?  
If so, when? \_\_\_\_\_ What company? \_\_\_\_\_

### 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) \_\_\_\_\_



**EDUCATIONAL INFORMATION-** High school, GED, and/or College

	# of Years Completed	School	City/State	Phone #	Degree (Y or N)	Major/Minor
GED						
High School						
College						
Grad. School						
Bus. School						

**SKILLS-** (That you believe are related to job for which you are applying)

Typing \_\_\_\_w.p.m.      Other office equipment \_\_\_\_\_

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

**MILITARY SERVICE RECORD**

Have you ever served in the U.S. Armed Forces?  Yes  No If yes, list duties in the service, including special training that is relevant to the position for which you have applied. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Pre-Employment Statement**

I understand and agree 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, or during any interviews, can be justification of refusal of employment, or, if employed, termination from the credit union's employ.

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.

I understand 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 employment authorization, and it will be necessary for me to submit such documents as are required by law to verify my identification and employment authorization upon employment

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**CITY CREDIT UNION**  
MAKING THE DIFFERENCE. ONE MEMBER AT A TIME.

### **Credit Report/ Background Check Disclosure Statement**

By this document, City Credit Union discloses to you that a consumer report and or an investigative consumer report and or criminal background report may be prepared for employment purposes as part of City Credit Union's routine pre-employment background investigation and at any time during your employment. Also, City Credit Union may request an investigation of your credit standing and criminal history by means including a consumer reporting agency for employment purposes as part of the pre-employment background investigation or at any time during your employment. Upon written request, you have a right to receive from City Credit Union a complete and accurate disclosure of the nature of the investigation requested.

Please sign below to signify receipt of the foregoing disclosure.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Credit Report/ Background Check Disclosure Authorization**

I hereby authorize City Credit Union to obtain a consumer report and or investigative consumer report and or criminal background report as part of the pre-employment background investigation. I also hereby authorize City Credit Union to request an investigation of my credit standing and criminal history by a consumer reporting agency as part of the pre-employment background investigation. I understand that, if hired, this authorization shall remain on file and shall serve as an ongoing authorization for City Credit Union to obtain consumer reports or investigative consumer reports, at any time during my employment.

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, references to furnish the information described above. The following information is required by entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all person, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip code \_\_\_\_\_

SS # \_\_\_\_\_

DOB \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_