



# Application for Employment

This credit union provides equal employment opportunities (EEO) to all applicants for employment without regard to race, religion, color, sex, sexual orientation, gender identity, age, pregnancy, national origin, disability, veteran or family status, genetic status, or any other status or condition protected by applicable federal, state or local laws. Please answer the questions to the best of your ability. All information will be treated confidentially.

PLEASE PRINT

Date \_\_\_\_\_

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

How were you referred to us?  Monster.com  School  Facebook  
 Current employee  On my own  Other

Name of referral source: \_\_\_\_\_

## GENERAL INFORMATION

Are you a U.S. citizen?  Yes  No If no, what type of visa do you hold? \_\_\_\_\_

Are you above the age of 16?  Yes  No

Have you ever been convicted of a criminal offense? \_\_\_\_\_ Date: \_\_\_\_\_

Place: \_\_\_\_\_ Nature: \_\_\_\_\_

(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment. However, all applicants' backgrounds must be acceptable to the Credit Union's surety company for bonding.)

Have you previously applied for employment here?  Yes  No If yes, when? \_\_\_\_\_

Are any of your relatives employed here?  Yes  No If yes, please list name and department: \_\_\_\_\_

If you are applying for a position that will involve driving a company vehicle, do you have a valid Texas driver's license?  Yes  No Driver's license number: \_\_\_\_\_

Has your license ever been revoked or suspended?  Yes  No

**TYPE OF WORK DESIRED**

Indicate the position for which you are applying: \_\_\_\_\_

Do you wish to work:  Full-time  Part-time  Temporarily? If part-time, specify hours or days: \_\_\_\_\_

What is your minimum salary requirement? \_\_\_\_\_

Date available for work: \_\_\_\_\_

Do you have any commitments to another employer that might affect your employment with us? \_\_\_\_\_

**SKILLS** (Check those which apply.)

- Computer
- Cash handling
- Teller processes
- General ledger bookkeeping
- Customer Service
- 10-key calculator
- Marketing/sales
- Other \_\_\_\_\_
- Loan Servicing
- Microsoft Word
- Excel

**EDUCATIONAL DATA**

School	Print Name, Number and Street, City, State and Zip Code for each School Listing	Grade Avg.	No. Yrs. Completed	Degree, Major or Type of Course
High School				
College				
Graduate School				
Trade, Business, Night or Corres.				
Other				

**MILITARY EXPERIENCE**

Were you in Armed Forces?  Yes  No If yes, what branch? \_\_\_\_\_

Dates of duty: From: \_\_\_\_\_ To: \_\_\_\_\_ Rank at separation: \_\_\_\_\_

Briefly describe your duties: \_\_\_\_\_

**EMPLOYMENT HISTORY**

List present employer or most recent employer first (use additional sheet if necessary). May we contact these employers?  Yes  No

Employer		Employed From _____ Mo./Yr. To _____ Mo./Yr.	Supervisor's Name	
Address			Your Job Title	
Telephone				
Your Salary		Duties		
Start	End			

Reason for leaving

Employer		Employed From _____ Mo./Yr. To _____ Mo./Yr.	Supervisor's Name	
Address			Your Job Title	
Telephone				
Your Salary		Duties		
Start	End			

Reason for leaving

Employer		Employed From _____ Mo./Yr. To _____ Mo./Yr.	Supervisor's Name	
Address			Your Job Title	
Telephone				
Your Salary		Duties		
Start	End			

Reason for leaving

Account for all periods of unemployment of 2 weeks' duration or more during the last 10 years.

From		To		State what you were doing
Mo.	Yr.	Mo.	Yr.	

**REFERENCES** (Not employers or relatives. List at least three.)

Name and Address	Occupation	Phone

Person to be notified in case of emergency:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, scholastic honors, articles/books published, activities, accomplishments, foreign languages read or spoken, etc. (Exclude all information indicative of age, sex, race, religion, color, national origin, handicap or disability.)

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

**AGREEMENT** (Please read the following statements carefully.)

I hereby affirm the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand my employment can be terminated, with or without cause, at any time at the discretion of either the Credit Union or myself. I understand no management official other than the president of the Credit Union has any authority to enter into any agreement contrary to the foregoing or to make any oral assurance or promise of continued employment.

I authorize persons, schools, my current employer (if applicable) and previous employers, references and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision and release all parties from all liability for any damage that may result from furnishing same to you. I am aware an investigative report involving information regarding my credit and indebtedness may be obtained prior to any offer of employment. I understand I have the right to obtain information about the nature and scope of the investigation by making a written request to the management of the Credit Union.

In consideration of my employment, if I am eventually employed by the Credit Union, I agree to conform to the rules and regulations of the Credit Union. Additionally, I authorize the Credit Union to supply my employment record in whole or in part to any prospective employer or governmental agency.

I understand the filing of this application does not imply I am bound to accept employment or I will eventually be hired by the Credit Union.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Credit Union Use Only**