



Application for Employment

This Credit Union does not discriminate against any applicant on the basis of race, color, religion, sex, age, national origin, handicap, veteran status or disability. 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 _____

Area Code _____ Business Telephone _____

Area Code _____ Home Telephone _____

How were you referred to us? Newspaper ad School On my own
 Current employee Agency 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Has your license ever been revoked or suspended?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.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Computer | <input type="checkbox"/> Customer Service | <input type="checkbox"/> Loan Servicing |
| <input type="checkbox"/> Cash Handling | <input type="checkbox"/> Calculator | <input type="checkbox"/> Microsoft Word |
| <input type="checkbox"/> Teller Processes | <input type="checkbox"/> Microfilm Equipment | <input type="checkbox"/> Excel |
| <input type="checkbox"/> General Ledger Bookkeeping | <input type="checkbox"/> Encoding | <input type="checkbox"/> Other _____ |

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

Reason for leaving

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

Reason for leaving

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