



EMPLOYMENT APPLICATION
For
COMMUNITY 1ST CREDIT UNION

(PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but is merely intended to evaluate suitability for employment. It is the Company’s policy to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, sexual orientation, disability, veteran status, or any other status protected under state and federal law. Please let us know if you need any special accommodation[s] to participate in the application process.

Once the Company has offered you a conditional offer of employment, you may – depending on your job duties - be subject to successful completion of a drug and/or alcohol test and background and/or credit check. You must also have (a) a valid driver’s license and insurance as required by law; (b) an acceptable driving record; and (c) reliable transportation to and from work.

PERSONAL INFORMATION

Name	Last	First	Middle	Social Security # (voluntary)	
Home Phone			Work Phone		
Please list below your current address and your addresses for the last TEN years:					
Current:	Street	City	State	Zip	Since (Mo/Yr.)
Street	City	State	Zip	Move-out date	Move-in date
Street	City	State	Zip	Move-out date	Move-in date
Street	City	State	Zip	Move-out date	Move-in date
EMERGENCY CONTACT			NAME	EMERGENCY PHONE	



EDUCATION RECORD

High School Attended	City, County & State		Did you earn a Diploma: Y/N
Undergraduate College Attended	City, State	Areas of Study	Degree/Certificate/Diploma:
Undergraduate College Attended	City, State	Areas of Study	Degree/Certificate/Diploma

EMPLOYMENT INFORMATION

Position Applied For:	Date You Can Start Work:	Desired Salary: \$
Do you Prefer: Full-Time	Part-Time	Can You Work: Weekends Evenings
Please answer all of the following questions. When necessary, note question number and use an extra piece of paper to provide explanations:		
1) Are you at least 18 years of age and legally eligible for work in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>		
2) Will you work overtime when necessary? YES <input type="checkbox"/> NO <input type="checkbox"/>		
3) Have you received a job description or aware of the essential functions of the job you are applying for: YES <input type="checkbox"/> NO <input type="checkbox"/>		
4) Do you understand the job requirements? (If no, please explain) YES <input type="checkbox"/> NO <input type="checkbox"/>		
5) Are you currently bound by a non-competition, non-solicitation, confidentiality or trade secret agreement? (If yes, please explain) YES <input type="checkbox"/> NO <input type="checkbox"/>		
6) Have you ever been discharged or asked to resign from a job? YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, please explain)		
7) Have you ever been warned, disciplined, or discharged for sexual harassment, fighting, assault, or related offenses? (If yes, please explain) YES <input type="checkbox"/> NO <input type="checkbox"/>		
8) Have you been convicted of any criminal offense by this state or any other jurisdiction in the last 10 years? Conviction will not necessarily disqualify an applicant from employment. YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, please explain)		
NOTE: Answering "Yes" to this question is not an automatic bar to employment. Factors to be considered include the nature and gravity of the offense or conduct, the time that has passed since the offense or conduct and/or completion of the sentence, and the nature of the job held or sought.		
9) Do you have any friends or relatives who work here? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, who? _____		



EMPLOYMENT HISTORY

Are you currently employed? YES <input type="checkbox"/> NO <input type="checkbox"/>		
May we contact your current employer? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Please list below your last three employers beginning with the most recent:		
Most Recent Employer		
City	State	Zip Code
Supervisor	Phone	Dates From/To
Position Held	Pay Rate Upon Leaving \$	
Reason For Leaving:		
Duties:		

Next Most Recent Employer		
City	State	Zip Code
Supervisor	Phone	Dates From/To
Position Held	Pay Rate Upon Leaving \$	
Reason For Leaving:		
Duties:		

Next Most Recent Employer		
City	State	Zip Code
Supervisor	Phone	Dates From/To
Position Held	Pay Rate Upon Leaving \$	
Reason For Leaving:		
Duties:		



PERSONAL REFERENCES

List names & telephone numbers of references who are not related to you, e.g., co-workers, business associates, former supervisors

Name: _____ Phone: _____ Address: _____ Occupation: _____ How Long Known: _____
Name: _____ Phone: _____ Address: _____ Occupation: _____ How Long Known: _____
Name: _____ Phone: _____ Address: _____ Occupation: _____ How Long Known: _____
May we contact your references? <input type="checkbox"/> Yes <input type="checkbox"/> No

JOB-RELATED SKILLS

Please use this space to list any special skills you may have that relate to the position applied for:
Please list any professional licenses, designations, certifications, etc. that may relate to the position applied for. Including date granted, name of organization, and any other relevant information.
1. 2. 3.



APPLICANT'S CERTIFICATION AGREEMENT

1. I authorize the Company to solicit information regarding my character, criminal background, general reputation, insurance history, credit history, previous employment and similar background information, pursuant to applicable law. I further authorize the Company to contact any and all references and previous employers I have given. I hereby release all parties and persons connected with any such request for information from claims, liabilities, and damages for any reason arising out of the furnishing of such information, including but not limited to defamation, invasion of privacy or similar causes of action. If employed by the Company, I release the Company from any liability for future references it may provide regarding my work history at the Company. If I am refused employment on the basis of a background report, I have a right, upon written request from me within a reasonable time, to a complete and accurate disclosure of the nature and scope of the investigations requested by the Company.
2. I agree, if I am offered and accept a position, to conform to all existing and future Company policies, rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions within the Company's sole discretion. **I ALSO UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER THE COMPANY OR I CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY OR NO REASON, WITH OR WITHOUT NOTICE.** I also understand that no official of the Company other than the Chief Executive Officer of the Company has any authority to enter into an agreement for a specified period of time or make any agreement contrary to the foregoing.
3. I further understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986, as amended.
4. If employed, I agree that if the Company advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, the Company is authorized to deduct from my wages sufficient funds to repay such loans or advances.
5. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the interest of the Company or its customers. I will not become engaged in such activity or business during my employment if the Company employs me.
6. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) may result in denial of employment or immediate termination of employment, regardless of when or how discovered.
7. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

Signature

Printed Name

Date