



Accountability. Credibility. Trust.

Employment Application

Position applied for: _____

Date: _____

Available start date: _____

Full-time Part-time Desired pay: \$_____

Applicant Information Full name (Last, First, MI): _____

Preferred name: _____

Email: _____

Primary phone: _____

Alternate phone: _____

Street address: _____

City: _____ State: ____ ZIP: _____

Are you legally authorized to work in the U.S.? Yes No

Do you have reliable daily transportation? Yes No

Are you at least 18 years old? Yes No

Position & Availability Position(s) of interest: _____

Available days/hours: _____

Are you willing to travel for work? Yes No

Have you ever applied to or worked for this credit union before? Yes No

If yes, when and in what position? _____

Education Highest level completed:

High School/GED Vocational/Technical Associate Bachelor Graduate Other: _____

School name(s), location, major, degree/certificate and dates attended:

Relevant coursework, training, or professional development:

Employment History — List last 3 employers (most recent first)

1. Employer: _____ Phone: _____ Address: _____
_____ Job title: _____
Supervisor: _____ Dates employed: From _____ to _____ Rate of pay: \$ _____ Reason for leaving: _____ Key duties and accomplishments: _____
May we contact for reference/verification? ___ Yes ___ No ___ Later.

2. Employer: _____ Phone: _____ Address: _____
_____ Job title: _____
Supervisor: _____ Dates employed: From _____ to _____ Rate of pay: \$ _____ Reason for leaving: _____ Key duties and accomplishments: _____
May we contact for reference/verification? ___ Yes ___ No ___ Later.

3. Employer: _____ Phone: _____ Address: _____
_____ Job title: _____
Supervisor: _____ Dates employed: From _____ to _____ Rate of pay: \$ _____ Reason for leaving: _____ Key duties and accomplishments: _____
May we contact for reference/verification? ___ Yes ___ No ___ Later.

If you have additional work history, attach a separate sheet.

Professional References — list 3 (professional preferred)

1. Name: _____ Relationship: _____ Phone: _____ Company / Title: _____
_____ Years known: _____

2. Name: _____ Relationship: _____ Phone: _____ Company / Title: _____
_____ Years known: _____

3. Name: _____ Relationship: _____ Phone: _____ Company / Title: _____
_____ Years known: _____

Skills / Technology Computer systems, software, and banking platforms you are proficient with:

Cash handling, deposit, lending, compliance, or member service experience (brief):

Languages spoken (other than English): _____

Background & Compliance Questions — Answer Yes or No. Explain any Yes answers below.

1. Have you ever been discharged, asked to resign, or resigned in lieu of termination?
 Yes No
2. Have you ever had a professional or financial services license denied, suspended, or revoked?
 Yes No
3. Have you ever been convicted of a felony or any crime involving dishonesty, theft, or financial misconduct?
 Yes No
4. Are there any pending criminal charges against you?
 Yes No
5. Have you filed for bankruptcy or had a civil judgment or lien within the past 7 years?
 Yes No
6. Do you have any conflicts, non-compete, or non-solicitation agreements that would restrict your employment?
 Yes No

If you answered Yes to any question above, provide details (attach additional sheet if needed):

Applicant Disclosure & Consent I certify that the information provided on this application and any attachments is true, complete, and accurate to the best of my knowledge. I understand that intentional misrepresentation or omission of facts may result in refusal of employment or termination. I authorize the credit union to investigate my background, verify the information provided, and contact former employers, references, and educational institutions. I consent to criminal background checks, credit checks (if job-related), and other screening as required for the position. I release all parties from liability for providing such information.

Applicant signature: _____ Date: _____

Equal Opportunity Employer Notice (optional statement for inclusion) [Credit Union Name] is an equal opportunity employer. We welcome applicants regardless of race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status under applicable law.

For Office Use Only

Date received: _____

Interview scheduled: Yes No

Interview date: _____

Interviewer(s): _____

Hiring decision: Hired Not hired Hold

Position start date: _____

Pay rate: \$_____

Comments:
