



## Employment Application

**Instructions:** Please complete all portions of this employment application to be considered for employment. We are an equal opportunity employer. It is our policy to grant equal employment opportunity (EEO) to all qualified persons without regard to race, ancestry, color, sex, religion, age, and national origin, physical or mental disability, or veteran's status, gender identity or expression, National Guard or Reserve Unit obligations. The Credit Union provides equal employment opportunity to any individual with a status or condition protected by applicable state or federal law except where a bona fide occupation qualification applies.

### PERSONAL INFORMATION

<b>Name (First Name, Last Name)</b>				
<b>Have you ever used any other names?</b> <b>Yes</b> <b>No</b> <i>(for background and criminal investigation checks)</i>				
If yes, please explain:				
<b>Present Physical Address</b>	<b>Apt. No</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Present Mailing Address (if different from above)</b>	<b>Apt. No</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone</b>  Home or Cell  Work  Email		<b>Can you, upon employment, submit verification of your legal right to work in the United States and proof of age?</b>  <b>Yes</b>  <b>No</b>  If offered employment you will be required to submit documentation required by the IRCA		

### DESIRED EMPLOYMENT

<b>Position Applying For</b>	<b>Full-time</b>  <b>Part-time</b>	<b>Date You Can Start</b>	<b>Pay Expected</b>
<b>Have you applied to work with us before?</b>		<b>Where?</b>	<b>When?</b>
Yes                  No			
<b>Have you worked for us before?</b>		<b>Where?</b>	<b>When?</b>
Yes                  No			
<b>Who referred you to us?</b>			
Relative/Friend	Employment Office/Agency	Advertisement	Other
<b>Are you able to work different shifts, including evenings and weekends?</b>		<b>Yes</b>	<b>No</b>
If no, please list any limitations:			

Note: If hired, you will be required to perform work as required by the credit union.

## EDUCATIONAL BACKGROUND

Types of School	Name of School, City, State	Major	No. of Years Completed	Did you Graduate?	Degree or Certificate Attained
High School				Yes No	Diploma GED
Technical School				Yes No	
College				Yes No	
College				Yes No	
Graduate School				Yes No	
Other				Yes No	

## EMPLOYMENT

Starting with your present or last job, provide complete employment history for the last 10 years. You must answer all questions and this employment history must be completed even if you submit a resume.

Name of Employer			Phone Number	
Street Address		City	State	Zip
Beginning Date of Employment	Ending Date of Employment	Beginning Wage/Salary		Ending Wage/Salary
Position Title and Duties				
Reason for Leaving		Supervisor's Name		May we contact this employer? Yes No, explain

## EMPLOYMENT (continued)

Name of Employer			Phone Number	
Street Address		City	State	Zip
Beginning Date of Employment	Ending Date of Employment	Beginning Wage/Salary		Ending Wage/Salary
Position Title and Duties				
Reason for Leaving	Supervisor's Name		May we contact this employer? Yes No,explain	

Name of Employer			Phone Number	
Street Address		City	State	Zip
Beginning Date of Employment	Ending Date of Employment	Beginning Wage/Salary		Ending Wage/Salary
Position Title and Duties				
Reason for Leaving	Supervisor's Name		May we contact this employer? Yes No,explain	

## REFERENCES

Please provide the names of three persons you are not related to, you have known at least one year and whom we may contact.

Name	Address	Years Known	Phone Number

# JOB SKILLS, QUALIFICATIONS, AND EMPLOYMENT GAPS

Summarize your job skills, training and/or study that are relevant for the desired position. Also, explain any periods that you were not working.

## CERTIFICATION

PLEASE READ CAREFULLY BEFORE SIGNING

1. I certify that the information in this application is true, correct, and complete. I understand that any false or misleading statements or omissions made in this application or interview(s) are grounds for disqualification from further consideration or for dismissal from employment, regardless of when and how discovered.
2. I understand that MY EMPLOYMENT IS AT-WILL AND CAN BE TERMINATED AT ANY TIME AND FOR ANY REASON WITH OR WITHOUT ADVANCE NOTICE.
3. I understand and agree that Connections Credit Union may perform a full and complete background and review my financial history, employment history, and authorize any former employer, person, firm, corporation, school, government agency, or other entity to provide "CCU" with any information (including fact or opinion) they may have regarding me. In consideration of "CCU" review of this application, I release "CCU" and all providers of any information from any liability which may arise as a result of furnishing and receiving this information. I understand and agree any employment offer or continued employment shall be conditioned on the receipt of satisfactory references as determined by "CCU". If employed by "CCU", I further authorize "CCU" to provide truthful information (including fact or opinion) regarding my employment to any potential or future employer and release and waive any claims against "CCU" for truthfully communicating any such information to a potential or future employer.
4. Based on the financial nature of my employment and licensing requirements, I understand and authorize "CCU" to obtain a consumer credit report as part of the pre-employment background investigation.
5. I understand, agree and voluntarily consent to be tested for evidence of the presence of alcohol and/or drugs in my body through the analysis of my urine, breath (if permitted by law) or blood. I further consent to the release of the results of the substance abuse tests by the medical laboratory facility to Connections Credit Union (the "Credit Union"). I also understand that only those job applicants who have been selected to fill job openings will be subject to substance abuse testing. If a substance abuse test is required, a negative substance abuse test result will be a condition of actual hire. I further understand, agree and voluntarily consent to submit to random substance abuse testing that may be required during the term of my employment.
6. I understand and agree that "CCU" may inquire into and consider any criminal conviction record that I may have, which bears a rational relationship to the duties and responsibilities of the position for which I am applying, in accordance with state and federal laws. In that regard, I understand that "CCU" cannot hire or retain in employment a person who has been convicted of any criminal offense involving dishonesty or breach of trust, or has agreed to enter into a pretrial diversion or similar program in connection with a prosecution for such offense, without the prior written consent of the National Credit Union Board (NCUA). I also understand and agree that being eligible for full bond and loss insurance coverage (without increased premiums or deductibles or other modifications or exceptions) is a condition for consideration for employment and if hired, a condition of continued employment.
7. I understand and agree that if offered employment by "CCU", I may be required to disclose military service information in accordance with law, and that any such employment offer shall be dependent upon the receipt of a satisfactory military record as determined by "CCU".
8. If hired, I agree not to disclose or use confidential information belonging to prior employers and that I will inform "CCU" of any agreements that would limit my ability to work for "CCU".
9. I understand and agree that all of the foregoing terms and conditions will become part of my employment relationship with "CCU", if I am employed by "CCU".

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize Connections Credit Union and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records. I authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish Connections Credit Union or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original. I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

Social Security Number

Date of Birth

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE