

## CREDIT UNION APPLICATION FOR EMPLOYMENT

Federal and state laws prohibit discrimination in employment practices on account of race, creed, color, national origin, ancestry, sex, age, marital status, veteran status, disability, sexual orientation, arrest record, conviction record, membership in the National Guard, and use or non-use of lawful products off premises. This Credit Union will not discriminate in employment on any of these or any other unlawful basis.

Name (Last, First, Middle Initial):	Date:
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Is any additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your record? If so, please explain.

Present address (street, city, state and zip code):	Telephone Number:
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Previous address (if at present address less than two years):

Are you over 18 years of age?  Yes  No

Are you legally authorized to work in the United States at the present time?  Yes  No

Have you ever been convicted of a crime?  Yes  No *(Answering yes to this question is not an automatic bar to employment)*

Position Desired:	How were you referred to this Credit Union? <input type="checkbox"/> Newspaper Ad <span style="margin-left: 100px;"><input type="checkbox"/> School</span> <input type="checkbox"/> Employment Agency <span style="margin-left: 100px;"><input type="checkbox"/> On my own</span> <input type="checkbox"/> State Employment <input type="checkbox"/> Friend / Employee: _____ <input type="checkbox"/> Other Source: _____
Salary desired: \$_____ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	
Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer	
Earliest Start Date:	

Do you have any commitments to another employer that might affect employment with this credit union?

**Work Experience** - account for all employment since high school or last ten years, whichever is less, with most recent experience first.

Employer name & Employer address	From mo/yr	To mo/yr	Principal duties	Start salary	End salary	Supervisor's Name	Reason for Leaving

**Educational Background**

Name of High School, College, Technical, Business School	Address	Course of Study	Graduate? If yes, state degree

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Are there any days or hours the credit union is open that you would not be able to work?

Special skills or training (only if job-related):

**Personal References:** Give the names of three personal references other than relatives or employers.

Name	Address	Telephone	Relationship

**Employment References:** Give three employment references. The Credit Union may also contact any of your former employers for a reference.

Name	Address	Telephone	Job Title

**Please read the Applicant Acknowledgement and Authorization before signing.** If you have any questions regarding this statement, please ask them of any interviewer before signing.

**APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

I certify that the information provided by me on this application, and in any accompanying documents or statements, is true and correct without misrepresentation or omission of any kind whatsoever, and I understand that if any of this information is discovered to be incorrect, false or misleading, or if there are any misrepresentations or omissions of any kind whatsoever, the Credit Union may cancel further consideration of hiring me or, if I have been hired, may terminate my employment. I agree that the Credit Union will not be liable in any respect if my employment is terminated for any of these reasons.

I understand that the Credit Union will verify the information provided on this application including education, employment, and criminal conviction information.

I authorize all persons, employers, schools, organizations, and law enforcement agencies to give the Credit Union any information that they have regarding me. I hereby release those persons, employers, schools, organizations, and law enforcement agencies, and all individuals connected with them, from all liability including any claim for damages for releasing this information to the Credit Union.

By signing this application, I acknowledge my understanding that this application is not intended as a contract of employment. If I am hired, I understand that, absent written contract by the Credit Union's President that provides otherwise, either the Credit Union or I may terminate the employment relationship with or without notice or cause.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**SUBMIT APPLICATION TO:**

Beth Krahn, President  
County-City Credit Union  
106 E John St  
Jefferson WI 53549

OR

Beth@CountyCityCreditUnion.com  
please include "TELLER APPLICATION" in the subject line.