

APPLICATION FOR EMPLOYMENT
UNITED COMMUNITY CREDIT UNION

DATE: _____

We request the following information to help us make the best possible placement within United Community Credit Union. We welcome resumes, however, the application must also be completed. We appreciate the time you spend in completing this form.

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Name _____ Former Name _____
Home Ph # (_____) _____ - _____ Cell Ph # (_____) _____ - _____ Social Security # _____ - _____ - _____
Street Address _____ City _____ State _____ Zip Code _____

EMPLOYMENT ELIGIBILITY

Are you eligible for employment in the USA? Yes No
If so, what is your visa status? _____
If under 18 years of age, state birthdate. _____
Do you have any relatives in our employment? Yes No If so, please list: _____

Have you ever worked for United Community Credit Union before? Yes No If yes, when? _____
Have you ever applied for a position at United Community Credit Union before? Yes No

POSITION DESIRED

Position for which you are applying (please list only one position per application) _____
Date Available _____ Salary Desired _____
Employment Preference (circle one): Full-time Part-time
Status Desired (circle one): Regular Temporary Student
Can you travel if job requires it? Yes No

EDUCATION

<u>NAME/ADDRESS</u>	<u>MAJOR AREA OF STUDY</u>	<u>CIRCLE LAST YEAR COMPLETED</u>				<u>DID YOU GRADUATE?</u>		<u>DEGREE</u>
		1	2	3	4	Y	N	
HIGH SCHOOL								
COLLEGE								
BUSINESS/TRADE SCHOOL								

Are you pursuing further studies? Yes No

If so, what courses & when? _____

EMPLOYMENT HISTORY

Please list below present and past employers, beginning with the most recent. Please complete all and be specific.

1.

COMPANY	ADDRESS	() -
DATES EMPLOYED	SALARY STARTING / SALARY LEAVING	NAME OF SUPERVISOR
FROM: TO:	\$ \$	

Your Title and Duties:

Reason for leaving:

2.

COMPANY	ADDRESS	() -
DATES EMPLOYED	SALARY STARTING / SALARY LEAVING	NAME OF SUPERVISOR
FROM: TO:	\$ \$	

Your Title and Duties:

Reason for leaving:

3.

COMPANY	ADDRESS	() -
DATES EMPLOYED	SALARY STARTING / SALARY LEAVING	NAME OF SUPERVISOR
FROM: TO:	\$ \$	

Your Title and Duties:

Reason for leaving:

4.

COMPANY	ADDRESS	() -
DATES EMPLOYED	SALARY STARTING / SALARY LEAVING	NAME OF SUPERVISOR
FROM: TO:	\$ \$	

Your Title and Duties:

Reason for leaving:

May we contact the above employers for reference checking purposes?

Please identify by Number any employer you do not wish us to contact.

PLEASE READ CAREFULLY BEFORE SIGNING

United Community Credit Union is an equal opportunity employer. United Community Credit Union does not discriminate in employment and no question on the employment application is used for the purpose of limiting or excluding any application's consideration for employment on a basis prohibited by local, state, or federal law.

I understand that by completing this application, United Community Credit Union does not guarantee a job interview or an offer of employment. If employed, I understand that my employment is for no definite period of time and can be terminated at any time and for any reason by either United Community Credit Union or me.

By completing this application, United Community Credit Union has my authorization to thoroughly investigate my work history as well as other job-related information and activities. I have read and agree to the above and hereby certify that the facts I provided in my employment application are true and complete. If I misrepresent or deliberately leave out a fact in my application, I may be disqualified from further consideration of if employed, I may be dismissed immediately.

This application is current and active for only thirty days. At the conclusion of this time, if I have not had any contact from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

APPLICANT'S SIGNATURE

DATE SIGNED

WARNING: Please read carefully

By completing this application, United Community Credit Union has my authorization to pull credit history and will be used for employment purposes only. In the event that I am denied employment in whole or in part, because of information contained in the credit report, United Community Credit Union will advise me of the adverse action and supply me with the name, address, and phone number of the consumer reporting agency making the report. I acknowledge that a favorable credit history does not increase employment eligibility.

APPLICANT'S SIGNATURE

DATE SIGNED

FOR OFFICE USE ONLY

NAME

OFFER DATE

SALARY

STARTING DATE

JOB TITLE