

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications *and* may assist us in possible future upgrading.

PERSONAL

Date _____

Name _____ Social Security No. _____
Last First Middle

Present Address _____ Telephone No. _____
No. Street City State Zip

Are you legally eligible for employment in the U.S.A.? Yes No

Position(s) applied for _____ Rate of pay expected \$ _____ per week

Would you work: Full-time Part-Time Specify days and hours if part-time _____

Were you previously employed by us? No Yes If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____, 20____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization?

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
			5	6	7	8		
Elementary		X	5	6	7	8	<input type="checkbox"/> Yes <input type="checkbox"/> No	X
High			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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List below all present and past employment, beginning with your most recent

I Name and Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

II Name and Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

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	Mo.	Yr.	Mo.	Yr.					
Telephone									

May we contact the employers listed above? Yes No If not, indicate by No. which one(s) you do not wish us to contact:

EMPLOYMENT REFERENCES

Name and Occupation	Address	Phone Number

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? Yes No If yes, what Branch? _____

Dates of duty: From _____ To _____ Rank at discharge _____
 Month Day Year Month Day Year

List duties in the service including special training:

TO APPLICANT: “Northwest Community Credit Union is an equal opportunity employer and maintains a consistent policy prohibiting unlawful discrimination in employment. The company’s policy is not to discriminate against any applicant for employment because of age, race, religion, color, sex, national origin or ancestry, marital status, disability or any other protected status with respect to hiring, promotion, demotion, transfer, recruitment, termination, salary level or other forms of compensation, or any other term or condition of employment. Northwest Community Credit Union complies to the fullest extent with all applicable state, federal, and local laws governing equal employment opportunity and discrimination in the workplace.”

“I authorize investigation of all statements and information contained in this application. Except as expressly indicated otherwise in writing on my application, I also authorize the Northwest Community Credit Union to contact my former employers, any references listed, and any other person with knowledge about my suitability for employment. I release Northwest Community Credit Union, its officers, employees and agents, from any liability, claim or damage arising from any investigation conducted as part of its review of my employment application. I understand that any misrepresentation or omission of fact in this application or during the application process will result in termination of my employment.”

“If I am hired, I agree to conform to all rules and regulations of the company. Further, I understand and agree that my employment is “at will,” and may be terminated at any time, with or without cause or notice, at the option of either the company or me. I understand that no representative of the company other than _____, has any authority to enter into any agreement for employment.”

“I understand that satisfactory bondability is a condition of my employment at the credit union. I authorize the credit union and its agents, insurers and representatives to conduct any and all investigations reasonably related to my bondability while employed at Northwest Community Credit Union.”

Signature of Applicant

ADDITIONAL INFORMATION: _____

NORTHWEST COMMUNITY CREDIT UNION

CREDIT REPORT AUTHORIZATION

Employment Applicant: _____

By signing below, Applicant authorizes Northwest Community Credit Union to obtain and use a credit report and make whatever inquiries it considers appropriate in connection with Applicant's employment application. If employed by Northwest Community Credit Union, Applicant agrees Northwest Community Credit Union may obtain and use credit reports, from time to time, and make whatever inquiries it considers appropriate to evaluate Applicant for any promotion, reassignment or retention as an employee.

Applicant

Date