



APPLICATION FOR EMPLOYMENT

Date: _____

PERSONAL

Name: _____
Last First Middle

Address: _____ City: _____

State: _____ Zip Code: _____ SS#: _____

Phone: _____ Alt. Phone: _____

Are you 18 years of age or older? Yes No

Are you legally eligible to be employed in the United States? Yes No

Have you been convicted of a felony in the past 7 years? Yes No If yes, please explain: _____

(Conviction will not necessarily disqualify you from employment)

EMPLOYMENT DATA

Position Desired: _____ Salary Desired: _____ Date Available: _____

Are you seeking? Full-time Part-time Temporary Location Preference: _____

What days/hours are you available to work? _____

What days/hours are you unavailable to work? _____

Do you have any friends/relatives who work for UCCU? Yes No If yes, please list: _____

Have you ever been employed at UCCU before? Yes No If yes, when? _____

EMPLOYMENT HISTORY

This section must be completed. List present or most recent employer first.

Date: From _____ **To** _____ Salary: \$ _____ per _____

Employer: _____

Address: _____ City _____ State _____

Job Title: _____ Phone: (_____) _____

Supervisors Name/Title: _____

Describe Duties Briefly: _____

Specific Reason For Leaving: _____

Date: From _____ **To** _____ Salary: \$ _____ per _____

Employer: _____

Address: _____ City _____ State _____

Job Title: _____ Phone: (_____) _____

Supervisors Name/Title: _____

Describe Duties Briefly: _____

Specific Reason For Leaving: _____

Date: From _____ **To** _____ Salary: \$ _____ per _____

Employer: _____

Address: _____ City _____ State _____

Job Title: _____ Phone: (_____) _____

Supervisors Name/Title: _____

Describe Duties Briefly: _____

Specific Reason For Leaving: _____

Date: From _____ To _____ Salary: \$ _____ per _____

Employer: _____

Address: _____ City _____ State _____

Job Title: _____ Phone: (_____) _____

Supervisors Name/Title: _____

Describe Duties Briefly: _____

Specific Reason For Leaving: _____

May we contact all of the employers listed above? Yes No If not, tell us which ones you do not wish us to contact and why.

EMPLOYMENT REFERENCES

Please list three persons whom we can contact who are able to evaluate your professional knowledge and ability.

Name/Title	Company	Phone Number	Years Acquainted

EDUCATION AND TRAINING

	Name and Location	Course of Study	Graduated	Major/Degree or Certificate
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graduate School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other			Yes <input type="checkbox"/> No <input type="checkbox"/>	

Certifications, courses, or achievements relevant to the position you're applying for: _____

List all computer programs and applications in which you are proficient: _____

Typing: WPM _____ 10 Key: Yes No

Can you perform the essential functions of the position for which you are applying? Yes No
If no, please explain. (If you have any question as to what functions are applicable to the position for which you are applying, please ask the receptionist or interviewer before you answer this question.)

SOURCE OF REFERRAL

- | | |
|---|---|
| <input type="checkbox"/> UCCU Employee | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> College/University Posting | <input type="checkbox"/> Website (specify): _____ |
| <input type="checkbox"/> Organization/Agency | <input type="checkbox"/> Other (specify): _____ |

United Consumers Credit Union makes employment decisions without regard to an individual's race, color, religion, gender, sexual orientation, national origin, age, marital status, veteran status, disability, or any other status or condition protected by applicable law.

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any false or misleading information by me on any part of this Application for Employment can be grounds for termination of employment. Furthermore, I understand that just as I am free to resign at any time, United Consumers Credit Union reserves the right to terminate my employment at any time, with or without cause and without prior notice. This Application For Employment is not to be construed as an employment contract. I give United Consumers Credit Union the right to investigate all references and to secure additional information about me, including obtaining a credit history report.

I hereby release from liability United Consumers Credit Union and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

This Application For Employment is current for only 90 days. I understand that at the conclusion of this time if I still want to be considered for employment, it will be necessary for me to fill out a new Application For Employment.

Applicant's Signature

Date