



Employment Application

Name: _____

Today's date _____

Home Address: _____

Home Phone: _____

Back-up Phone: _____

Email Address: _____

Are you 18 years of age or older? Yes No

Other names under which you have worked or attended school: _____

Are you a United States citizen? Yes No
(If not, proof of legal employment status may be required upon employment.)

Are you currently laid off or subject to recall? Yes No

How did you learn about us? _____

Have you ever been declared unbondable? Yes No

Have you ever been arrested for or convicted of a crime that has not been expunged by the Court?
 Yes No

If yes, please provide date, offense, and location in which the offense occurred. _____

Are you seeking: Full-time Part-time Other _____

The credit union is generally open Tuesday through Saturday. Are there any restrictions on the days or hours you are available to work? Yes No

If yes, please explain: _____

When would you be available to start work? _____

Do you have a high school diploma or equivalent? Yes No

If so, issued from what school? _____

Location (city and state): _____

Have you had any formal education since high school? Yes No

If yes, please fill in the chart below:

Name of Institution or School	Course of study or training	Years	Certificate or degree earned

If you are currently employed, for what reason are you seeking new employment? _____

For what position are you applying? _____

What skills have you developed that relate to the position applied for? _____

Are there additional factors or experience that might help qualify you for this job? _____

Please list current and previous employers, beginning with the most recent.

Name of employer: _____	Dates of employment
Location _____	From: _____ To: _____
Job title: _____	Starting pay rate: _____
Responsibilities: _____	Hrs. per week: _____
_____	Final pay rate: _____
_____	Hrs. per week: _____
_____	Supervisor's name: _____
Telephone number: _____	Co-worker's name: _____
Reason for leaving: _____	
Name of employer: _____	Dates of employment
Location _____	From: _____ To: _____
Job title: _____	Starting pay rate: _____
Responsibilities: _____	Hrs. per week: _____
_____	Final pay rate: _____
_____	Hrs. per week: _____
_____	Supervisor's name: _____
Telephone number: _____	Co-worker's name: _____
Reason for leaving: _____	
Name of employer: _____	Dates of employment
Location _____	From: _____ To: _____
Job title: _____	Starting pay rate: _____
Responsibilities: _____	Hrs. per week: _____
_____	Final pay rate: _____
_____	Hrs. per week: _____
_____	Supervisor's name: _____
Telephone number: _____	Co-worker's name: _____
Reason for leaving: _____	
Name of employer: _____	Dates of employment
Location _____	From: _____ To: _____
Job title: _____	Starting pay rate: _____
Responsibilities: _____	Hrs. per week: _____
_____	Final pay rate: _____
_____	Hrs. per week: _____
_____	Supervisor's name: _____
Telephone number: _____	Co-worker's name: _____
Reason for leaving: _____	

May we contact the employers you referenced on the previous page? Yes No

If no, which ones should we **not** contact? _____

What rate of pay do you expect? _____

Character References

Name	How Known	Years Known	Phone number
1.			
2.			
3.			

By signing below, I understand and agree to the following:

1. I certify that answers given herein are true and complete to the best of my knowledge.
2. I authorize investigation of all statements contained in this application for employment that may be necessary to arrive at a decision and I release former employers and other references from any liability for releasing information about me to the credit union.
3. In the event of employment, I understand that false or misleading information given on this application or in an interview may result in termination. I also understand that I would be required to abide by all the credit union policies and procedures.
4. I understand that the credit union is an "at will" employer, meaning I can resign at any time and that the credit union can terminate my employment at any time with or without cause and with no liability for salary and wages. There is no guarantee of future employment nor of employment for a specific duration. No employee of the credit union can alter the "at will" nature of my employment by a statement or promise.
5. My signature below verifies that I have been advised that a credit report, bond report, and a limited criminal history may be conducted as part of the hiring process. I also have been advised that if an adverse employment decision is made in whole, or in part, based on the information obtained through the credit report that I will be provided a copy of the credit report, a summary of my rights under the Fair Credit Reporting Act, and the name, address and phone number of the source of the report in order that I may contact them, should I choose to do so. I hereby authorize Via Credit Union to conduct a credit report for hiring purposes, a bond report, and a limited criminal history.

Applicant's Signature

Today's Date

***Prospective employees will receive consideration without discrimination with regard to race, creed, color, sex, age, national origin, handicap, or veteran status.

Employment Data Record

This information is for statistical analysis with respect to the success of affirmative action plans. Submission of this information is strictly voluntary. Inclusion or exclusion of data will not affect an employment decision and will remain confidential to the extent possible. Periodic reports with regard to the sex, ethnicity, handicap, veteran and other protected status of employees may be required by government agencies.

_____	_____
Name	Date

Address	
_____	_____
City/State	Zip

Check one: Male Female

Check one of the following (Ethnic Origin)

- White Hispanic American Indian/Alaska Native
 African American Other Asian/Pacific Islander

Check any of the following that are applicable:

- Vietnam Era Veteran Disabled Veteran Disabled Individual