

Employment Application



Date:

P.O. Box 100, Rantoul, IL 61866

Credit Union 1 is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, gender, national origin, age, disability, veteran status or any other status protected by law.

We request the following information to help us make the best possible placement within Credit Union 1. We welcome resumes, however, the application must also be completed. We appreciate the time you spend in completing this form.

Personal Information

Name

Last

First

Middle

Home Phone No.

Social Security #

Additional Phone No.

E-mail

Address

Street

City

State

Zip Code

This application is for employment purposes only. Your social security number (SSN) is needed for background checks. If you do not provide your SSN, your application will be delayed until you call to provide the information.

General Information

Are you legally authorized to work in the United States?

Yes

No

(If hired, you will be required to provide proof of work authorization.)

Are you age 18 or older?

Yes

No

Do you have any relatives employed at Credit Union 1?

Yes

No

If yes, name & relationship _____

Have you ever worked for Credit Union 1 before?

Yes

No

If yes, when? _____

Have you ever been convicted of a felony or misdemeanor?

Yes

No

If yes, please explain. _____

(A "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, date and the job for which you are applying is also considered.)

Fluency in language(s) other than English (specify): _____

If you were referred by a Credit Union 1 employee, please list name: _____

Position Desired

Position desired _____ Office Location _____

Date available to start _____

Employment preference: Full-time Part-time Either

Can you travel if the job requires it? Yes No

Employment History

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

1. Company	Address	Telephone
Dates Employed From: _____ To: _____	Salary Starting: _____ Final: _____	Name of Supervisor
Your Title and Duties:		
Reason for leaving:		
Please explain any periodic breaks between jobs.		May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Company	Address	Telephone
Dates Employed From: _____ To: _____	Salary Starting: _____ Final: _____	Name of Supervisor
Your Title and Duties:		
Reason for leaving:		
Please explain any periodic breaks between jobs.		May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

3. Company	Address	Telephone
Dates Employed From: _____ To: _____	Salary Starting: _____ Final: _____	Name of Supervisor
Your Title and Duties:		
Reason for leaving:		
Please explain any periodic breaks between jobs.		May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

4. Company	Address	Telephone
Dates Employed From: _____ To: _____	Salary Starting: _____ Final: _____	Name of Supervisor
Your Title and Duties:		
Reason for leaving:		
Please explain any periodic breaks between jobs.		May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Experience

Check if you have experience with the following:

- Data Entry
 Customer Service
 Reception
 Sales
 Computers
 Microsoft Excel
 Microsoft Word
 Outlook Express

Education

Name of Institution	City/State	Circle Last Year Completed	Did You Graduate?	Area of Study
High School:		9 10 11 12	Y N	
GED:			Y N	
College/University/Trade School:		1 2 3 4 +	Y N	

Are you currently pursuing further studies? Yes No

If so, what courses and when? _____

References

Please list names, addresses and phone numbers of two personal references, excluding relatives and former employers.

1.	2.
Phone No. ()	Phone No. ()

Interests

Use the space below to describe your interest in Credit Union 1 and the skills, aptitudes and special training that you feel qualify you for a position with us.

APPLICANT CERTIFICATION
Please Read Carefully Before Signing

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that submission of an application does not guarantee a job interview or an offer of employment. I further understand that, should an offer of employment be extended by Credit Union 1 (hereinafter referred to as "CU1") that such employment with CU1 is at will, for no specified duration and may be terminated by either CU1 or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of CU1 or its representatives used during the employment process is deemed a contract of employment real or implied.

In consideration for employment with CU1, if employed, I agree to conform to the rules, regulations, policies and procedures of CU1 at all times and understand that such obedience is a condition of employment. I understand that due to the nature of CU1 business, attendance and punctuality are considered essential requirements of every job at CU1 and that poor attendance or tardiness will result in disciplinary action.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature

Date

CU1 is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected by law.



**Credit Report Authorization
(For Employment Purposes Only)**

Credit Union 1 has my authorization to procure a credit report on my credit history and credit standing which will be used for employment purposes only as part of the pre-employment background investigation and at any time during my employment. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for Credit Union 1 to procure consumer reports at any time during my employment period.

I understand that, pursuant to the federal Fair Credit Reporting Act, Credit Union 1 will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with Credit Union 1. I further understand that such report will be made available to me prior to any such final decision being made, along with the name and address of the consumer reporting agency that produced the report.

I certify that I have read, fully understand and accept all terms of the foregoing Authorization.

Signature of Applicant

Date

Printed name of Applicant