



## APPLICATION FOR EMPLOYMENT

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application. Application must be completed in full even if attaching a resume.

Position Applied For:	Date:
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I am available for:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Where did you hear about this position?	
When are you available for work?	

### Personal Information

Legal Name	
Names previously used	
Social Security #	
Present Address	
City, State, Zip	
Phone #	
Alternate Phone #	
Previous Address (if present address is < 3 yrs	

Are any of your relatives presently employed at the credit union?	Yes ___ No ___
Are any of your relatives presently volunteering at the credit union?	Yes ___ No ___
Are you under the age of 18? (If yes can you supply working papers?)	Yes ___ No ___
If hired, can you provide proof of eligibility to be legally employed in the United States?	Yes ___ No ___
Have you ever been discharged from any employment or asked to resign? If yes, please explain:	Yes ___ No ___
Have you been convicted of, or pled no contest to, a felony or crime involving dishonesty or the handling of funds?	Yes ___ No ___

### Education

High School & Address	
Diploma? Yes ___ No ___ GED ___	
College & Address	Course:
	Degree:
Other Education:	

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**Employment History** (Begin with your most recent employment)

Employer	Position
Address	Dates From: _____ To: _____
Describe Job Duties:	
Reason for leaving:	
May we contact? Yes ___ No ___ Phone # _____	
Supervisor's Name: _____ Salary \$ _____	

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**Military**

Did you serve in the military? Yes___ No___	If yes – what branch?
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**List any professional, trade, business or civic activities and offices held** (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Skills and Qualifications** Please provide us with information regarding any special skills, experience or qualifications which you feel would assist us in evaluation your application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References** Please provide the following information for each of three personal references.

Name		
Address	Phone:	
Years Known:	Nature of Relationship:	

Name		
Address	Phone:	
Years Known:	Nature of Relationship:	

Name		
Address	Phone:	
Years Known:	Nature of Relationship:	

*Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, veteran status, marital status, disability, handicap, sexual orientation, citizenship status or any condition prescribed by federal, state or local law.*

## APPLICANT'S STATEMENT AND AGREEMENT

*Please read and understand this statement before signing your application:*

The information I have provide in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered should I be employed, may because for immediate termination of my employment.

I authorize Changing Seasons Federal Credit Union (employer) to contact and obtain information about me from previous employers, educational institutions and references I provided, and other party necessary to verify the accuracy of information I disclosed in the application. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

I grant the employer the right to obtain any additional information about me, including but not limited to my credit history, consumer reports, including investigative consumer reports, and criminal records on file with any Federal, State or local law enforcement authorities or agencies. If I am employed, the right to obtain all of this information will continue as part of the employer until such time as my employment is terminated.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that on one, other than the CEO of the employer, has the authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I fully understand and accept all terms and conditions in the above statement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature