



APPLICATION FOR EMPLOYMENT

ALL POTENTIAL EMPLOYEES ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED HANDICAP OR ANY OTHER LEGALLY PROTECTED STATUS.

Applicant Information

Name: _____ Social Security Number: ____ - ____ - ____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Position Sought: _____ Full Time Part Time Desired Wage/Salary \$ ____ /hr.

On what date would you be available for work, if hired? _____

Availability (if seeking part time):

- Monday: Available ____ to ____ not available ____ to ____
- Tuesday: Available ____ to ____ not available ____ to ____
- Wednesday: Available ____ to ____ not available ____ to ____
- Thursday: Available ____ to ____ not available ____ to ____
- Friday: Available ____ to ____ not available ____ to ____
- Saturday: Available ____ to ____ not available

- Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction? Yes No
- Have you ever been convicted of a felony? Yes No

If yes, please describe the circumstances:

- Have you ever been involuntarily terminated or asked to resign from any position of employment? Yes No

If yes, please describe the circumstances:

- If selected for employment, are you willing to submit to a pre-employment drug screening test? Yes No

- Have you ever worked for the Credit Union before? Yes No

If yes, reason for leaving:



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Applicant Information Cont'd

EDUCATION				
School Name	Location	Years Attended	Degree Received	Major

Other training, certifications, or licenses held:

• _____ • _____ • _____

Employment

Name of Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Prior Position Held within Company (if any): _____

Duties Performed: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Name of Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Prior Position Held within Company (if any): _____

Duties Performed: _____

Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No



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Employment Cont'd

Name of Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Prior Position Held within Company (if any): _____
Duties Performed: _____
Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

References

Full Name: _____ Relationship: _____
Address: _____ Phone: _____
Company: _____ Length of time known: _____

Full Name: _____ Relationship: _____
Address: _____ Phone: _____
Company: _____ Length of time known: _____

Full Name: _____ Relationship: _____
Address: _____ Phone: _____
Company: _____ Length of time known: _____

**Acknowledgement and Authorizations on
next page**



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Acknowledgement and Authorization

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer, which I understand are subject to change by the credit union.

Signature of Applicant: _____ Date: _____

Credit Report Disclosure and Release

Disclosure

It is the policy of the Inner Lakes Federal Credit Union to protect the safety and soundness of the credit union and the interests of its members by obtaining a consumer report and / or an investigative consumer report on certain applicants and employees. This release shall serve as a formal disclosure that a consumer report may be obtained.

The credit union will not use the information obtained in violation of any federal or state equal opportunity law or regulation, and that, if any adverse action is to be taken based on the consumer report, a copy of the report and a summary of the consumer's rights will be provided to the applicant / employee.

Should an investigative consumer report be completed, the applicant / employee may request (in writing) a complete description of the nature and scope of the investigation.

Release

I authorize any consumer reporting agency to furnish to the credit union, or any agent acting on its behalf, a consumer report and / or an investigative consumer report including information as to my character, general reputation, and personal characteristics.

I recognize that I may be subject to a consumer report and / or investigative consumer report ordered by the credit union, and that I have the right to request in writing whether or not a consumer report and / or investigative consumer report was requested and if either report was requested, the name and address of the consumer reporting agency to whom the request was made and, in the case of an investigative consumer report, a complete and accurate disclosure of the nature and scope of the investigation requested.

Signature of Applicant: _____ Date: _____