



## Application for Employment

Southwest 66 Credit Union does not discriminate on the basis of race, creed, color, age, sex, disability, religion, marital status, veteran status, national origin, or any protected classification.

### Personal Data

Name: (Last, First, Middle)		Telephone Number		
Present Address	Street	City, State	Zip	How Long
Former Address	Street	City, State	Zip	How Long
Email Address				
Social Security Number	Are you bondable? <input type="checkbox"/> No <input type="checkbox"/> Yes		Have you ever been denied being bonded? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Are you at least 18 years of age? <input type="checkbox"/> No <input type="checkbox"/> Yes Do you have relatives working here? <input type="checkbox"/> No <input type="checkbox"/> Yes (Name)				
Can you provide positive self-identification and proof of eligibility to work in the U.S.? (i.e., Drivers Lic, S.S. card) <input type="checkbox"/> No <input type="checkbox"/> Yes				
Have you ever been convicted of a violation of the law, other than a minor traffic violation (parking ticket)? <input type="checkbox"/> No <input type="checkbox"/> Yes (Note: A conviction is not an absolute bar to employment)				
If Yes, please explain _____				

### Work Preference

Position Desired	Date Available	Expected Salary
Hours Preferred <input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Temp <input type="checkbox"/> Other _____		Previously applied here? <input type="checkbox"/> No <input type="checkbox"/> Yes

### Employment History

List most recent employer first. Continue on a separate sheet, if necessary.

Present or most recent employer	Dates employed From To	Position	Supervisor
Address	Telephone	May we contact?	
Duties of position			
Present or last Salary	Reason for Leaving		
Present or most recent employer	Dates employed From To	Position	Supervisor
Address	Telephone	May we contact?	
Duties of position			
Ending Salary	Reason for Leaving		
Present or most recent employer	Dates employed From To	Position	Supervisor
Address	Telephone	May we contact?	
Duties of position			
Ending Salary	Reason for Leaving		

**Education**

Name and address of school/college(s)	Years completed	Graduated?	Degree received/expected
High School		Yes No	
College		Yes No	
Other		Yes No	

**Skills/Licenses**

Please check those skills that apply:

- PowerPoint
- Internet research
- Ten Key by Touch
- Email
- Programming Kind \_\_\_\_\_
- Spreadsheets Kind \_\_\_\_\_
- Database Kind \_\_\_\_\_
- Word-processing Kind \_\_\_\_\_
- Cash Handling

List any other skills that would be relevant to the position in which you are applying: \_\_\_\_\_

List any Certifications: \_\_\_\_\_

In what languages are you fluent? \_\_\_\_\_

**Military Experience**

Have you ever served in the Armed forces?  No  Yes Branch of service: \_\_\_\_\_  
 Date of Active Service: From: \_\_\_\_\_ To: \_\_\_\_\_ Rank at discharge: \_\_\_\_\_

**Referral Source**

- Advertisement
- Walk- in
- Employee \_\_\_\_\_
- Other \_\_\_\_\_

**Release of Information**

I certify that all the information provided by me on this application is true and complete. I authorize Southwest 66 Credit Union to request, receive and verify, all information given on this application and understand that any misstatement, falsification, or omission of information is grounds for refusal to hire, or, if hired, termination, regardless of when found.

I authorize any of the persons or organizations referenced in this application to give any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information.

I acknowledge that if I am employed, my employment will be at-will, and may be terminated with or without cause at any time by Southwest 66 Credit Union or myself.

I agree to conform to the rules and regulations of Southwest 66 Credit Union and also agree that my employment and compensation can be modified or terminated with or without cause, and with or without notice, at any time, at the option of Southwest 66 Credit Union or myself.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Credit/Criminal Check and Pre-employment Substance Abuse Screening

I authorize Southwest 66 Credit Union to conduct a credit investigation and/or criminal investigation as deemed necessary. I understand that this report would be obtained to use, or expected to be used, or collected in whole or in part for the possible purpose of serving as a factor in establishing my eligibility for employment.

If offered a position, and if a criminal investigation is conducted, the offer is contingent upon satisfactorily meeting the guidelines as set forth and as determined by Southwest 66 Credit Union for the particular position for which I am applying. If the criminal investigation does not meet the guidelines as deemed appropriate for the position by Southwest 66 Credit Union, the offer will be rescinded and I will not hold Southwest 66 Credit Union liable for any statements or commitments made during the pre-interview, interview, or post-interview process.

Additionally, in making this application for employment, it is understood that a copy of a consumer report prepared by a consumer reporting agency, also known as a credit report, may be obtained as a part of a routine background check.

Information from the report will not be used in violation of any federal or state equal opportunity law or regulation.

Before taking any adverse employment action based on the credit report, including denying employment, Southwest 66 Credit Union will provide to me, without charge, a copy of the report plus a written summary of rights under the Fair Credit Reporting Act.

Signing this form constitutes written authorization to seek a consumer credit report from a consumer reporting agency and from any agency and/or organizations responsible for obtaining and lawfully releasing criminal information. Signing this form also constitutes written authorization to have a credit report and/or criminal check conducted at any time during my employment in the event that I am hired.

In addition, I also understand that my employment is subject to the satisfactory results of a pre-employment substance screening test. I understand that positive results of the test will result in me not being eligible for employment with Southwest 66 Credit Union. I also understand that should I fail the substance screening test, I will not be able to re-apply with Southwest 66 Credit Union. I further understand that my refusing to undergo a pre-employment substance screening test will disqualify me for employment with Southwest 66 Credit Union.

I further understand that should I be hired, and for insurance purposes, and/or if I am involved, either directly or indirectly, in an accident, injury, or any internal or other investigation, I may be subject to a credit/criminal/substance screening test or report during my employment. If any of these reports do not meet the guidelines as deemed appropriate by Southwest 66 Credit Union, then I understand that I will be subject to immediate termination.

Signature \_\_\_\_\_

Date \_\_\_\_\_