



Southwest Research Center Federal Credit Union

Federal insured by the National Credit Union Administration.

APPLICATION FOR EMPLOYMENT

First Name: _____ Last Name: _____ MI _____

Social Security Number: _____

Address (Street & Apt #): _____

City: _____ State: ____ Zip: _____

Home Phone # _____ Alternate Phone # _____

Are you 18 years or older? Yes No Email: _____

Position Applied For: _____

Have you ever applied with this company before? Yes No If Yes, when: _____

Would you prefer to work: Full Time Part Time Date Available: _____ Salary Desired: _____

Have you ever been employed by a Credit Union: Yes No If Yes, please give dates of employment: _____

Have you ever been employed here before? Yes No

Do you have friends or relatives employed at the Credit Union Yes No

If Yes, please list: _____

Is there any reason known to you why you might be unable to perform essential job functions of the position for which you are applying with or without reasonable accommodations? Yes No

Have you ever been convicted by Federal, State, or Law Enforcement authorities for any violation of any Federal, State, county, or municipal law, regulation or ordinance? Have you ever been convicted of a criminal offense involving dishonesty, or breach of trust, including but not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc? (Do not include traffic violations.) Yes No If Yes, please explain: _____

Are you eligible to work in the United States? Yes No

If hired, could you give written evidence of a right to work in this country? Yes No

EMPLOYMENT INFORMATION (Please start with your most recent position)

Current place of employment: _____

Job Title: _____ Dates of Employment: _____

Address of Employer: _____

Immediate Supervisor: _____ Telephone # of Employer: _____

Starting Salary & Final Salary: _____ Kind of Business or Organization: _____

May we contact? Yes No

Describe your duties and responsibilities: _____

Reason for wanting to leave: _____

Place of employment: _____

Job Title: _____ Dates of Employment: _____

Address of Employer: _____

Immediate Supervisor: _____ Telephone # of Employer: _____

Starting Salary & Final Salary: _____ Kind of Business or Organization: _____

May we contact? Yes No

Describe your duties and responsibilities: _____

Reason for wanting to leave: _____

Place of employment: _____

Job Title: _____ Dates of Employment: _____

Address of Employer: _____

Immediate Supervisor: _____ Telephone # of Employer: _____

Starting Salary & Final Salary: _____ Kind of Business or Organization: _____

May we contact? Yes No

Describe your duties and responsibilities: _____

Reason for wanting to leave: _____

EDUCATION INFORMATION

EDUCATION	INSTITUTION	LOCATION & DATES	DEGREE RECEIVED
High School			
College			
Trade Business Correspondence			

PROFESSIONAL REFERENCES

Professional references are defined as former supervisors or co-workers who were in a position to evaluate your performance. Please provide 3 references.

Name	Phone Number	Current Employer

Application Disclosure

If I am hired by Southwest Research Federal Credit Union (SwRCFCU), I will comply with all rules and regulations set forth in the personnel and policy manuals and other communications to SwRCFCU. If employed, I understand that my employment is at will and may be terminated by me or the credit union at any time, for any reason or for no reason (either during or after the Introductory period) with or without notice; the credit union may revise and make exceptions to its policies, practices, handbooks, manuals, rules, regulation, and benefits, in whole or in part, at any time. No written or oral statements I receive from the credit union will change my status as an at-will employee.

To allow SwRCFCU to process this application, I authorize the investigation of all information contained in the application; the contacting of my references, and employers, and other individuals and institutions to obtain information including a criminal background check; and any individual employer, institution and/or organization to provide the credit union with any information and opinion. In exchange for being considered for employment, I release the credit union, its employees, and agents from all claims and liability arising from requests for information and decisions made based on information obtained.

I understand that because SwRCFCU wishes to provide a safe and productive working environment, SwRCFCU will not hire nor retain anyone who uses illegal substances and/or abuses alcohol or legal drugs. SwRCFCU retains and exercises the right to screen from employment all such individuals. Consequently, I agree and consent to any and all pre-employment tests for such. I agree to abide by SwRCFCU's substance abuse policy, which will be provided if I am employed b SwRCFCU.

I also understand that SwRCFCU may request an investigative consumer report. This report may include information as to my character, credit history, general reputation, personal character, and mode of living. I have the right to request that SwRCFCU completely and accurately disclose to me the nature of such investigation if I make a request to the Human Resources Department within a reasonable time frame after completing this application.

I hereby acknowledge that I have read the above statements, understand them, and that all information furnished by me on this application is true and correct. In the event of employment, I understand that false or misleading information given in this application or interview(s) may result in discharge from employment.

X

Signature of Candidate

Date