

**Application for Employment**

**MERHO FEDERAL CREDIT UNION**

[Address]

Date: \_\_\_\_\_

We request the following information to help us make the best possible placement within \_\_\_\_\_ Credit Union. We appreciate the time you spend in completing this form.

**Personal Information**

Name \_\_\_\_\_  
Last First Middle Former Name

Home Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

E-mail Address \_\_\_\_\_

**Employment Eligibility**

Are you eligible for employment in the USA? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, what is your visa status? \_\_\_\_\_

If under 18 years of age, state birthdate. \_\_\_\_\_

Do you have any relatives in our employment? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, please list \_\_\_\_\_

Have you ever worked for \_\_\_\_\_ Credit Union before? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, when? \_\_\_\_\_

Have you ever applied for a position at \_\_\_\_\_ Credit Union before? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Position Desired**

Position for which you are applying (please list only one position per application) \_\_\_\_\_

Date Available \_\_\_\_\_ Salary Desired \_\_\_\_\_

Employment Preference: (circle one) Full-time Part-time

Can you travel if job requires it? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Education**

NAME/ADDRESS	MAJOR COURSE/ SUBJECT	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE?	DEGREE
High School:		1 2 3 4	Y N	
Business/Trade School:		1 2 3 4	Y N	
College:		1 2 3 4	Y N	
Graduate Program:		1 2 3 4	Y N	

Are you currently pursuing further studies? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If so, what courses and where? \_\_\_\_\_

**Employment History**

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

<b>1</b> Company	Address	Telephone
Dates employed	Salary: Starting:	Name of Supervisor
From:                      To:	Ending:	
Title and Duties		
Reason for leaving		
<b>2</b> Company	Address	Telephone
Dates employed	Salary: Starting:	Name of Supervisor
From:                      To:	Ending:	
Title and Duties:		
Reason for leaving		
<b>3</b> Company	Address	Telephone
Dates employed	Salary: Starting:	Name of Supervisor
From:                      To:	Ending:	
Title and Duties:		
Reason for leaving		
<b>4</b> Company	Address	Telephone
Dates employed	Salary: Starting:	Name of Supervisor
From:                      To:	Ending:	
Title and Duties:		
Reason for leaving		

May we contact the above employers for references? \_\_\_\_\_

Please identify by number any employer you do not wish us to contact. \_\_\_\_\_

**References**

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

Name	Name
Address	Address
Phone No. ( )	Phone No. ( )
E-mail address:	E-mail address:

**Interests**

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

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Federal law prohibits a federal credit union or federally insured credit union from employing a person who has been convicted of a crime of dishonesty or breach of trust, or has entered into a pretrial diversion program, absent prior approval from the federal regulator. Please identify whether you have been convicted of any of the following crimes during the last ten years:

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <b>Yes</b>               | <b>No</b>                |  |
| <input type="checkbox"/> | <input type="checkbox"/> | receiving or claiming gifts for procuring loans;   |
| <input type="checkbox"/> | <input type="checkbox"/> | theft, embezzlement or misappropriation of money, funds or securities;                               |
| <input type="checkbox"/> | <input type="checkbox"/> | falsifying bookkeeping entries for loans, in exchange for compensation;                              |
| <input type="checkbox"/> | <input type="checkbox"/> | submitting, false, forged or counterfeit statements or documents to NCUA;                            |
| <input type="checkbox"/> | <input type="checkbox"/> | falsifying statements on loan/credit applications to overvalue land or property to federal agencies; |
| <input type="checkbox"/> | <input type="checkbox"/> | knowingly concealing assets from NCUA liquidating agent;   |
| <input type="checkbox"/> | <input type="checkbox"/> | fraud;   |
| <input type="checkbox"/> | <input type="checkbox"/> | obstructing exam of financial institution by federal agency;   |
| <input type="checkbox"/> | <input type="checkbox"/> | money laundering;  |
| <input type="checkbox"/> | <input type="checkbox"/> | monetary transactions in property derived from specific unlawful activity; and/or                    |
| <input type="checkbox"/> | <input type="checkbox"/> | participation in pretrial diversion program.   |

**PLEASE READ CAREFULLY BEFORE SIGNING**

\_\_\_\_\_ Credit Union is an equal opportunity employer. \_\_\_\_\_ Credit Union does not discriminate in employment and no question on the employment application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law. I understand I am not required to provide \_\_\_\_\_ Credit Union with any information about sealed or expunged conviction or arrest records.

I understand that by completing this application, \_\_\_\_\_ Credit Union does not guarantee a job interview or an offer of employment. If employed, I understand that my employment is for no definite period of time and can be terminated at any time and for any reason by either \_\_\_\_\_ Credit Union or me.

I have read and agree to the above and hereby certify that the facts I provided in my employment application are true and complete. If I misrepresent or deliberately leave out a fact in my application, I may be disqualified from further consideration or if employed, I may be dismissed immediately.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED

**DISCLOSURE AND AUTHORIZATION TO OBTAIN CONSUMER  
AND INVESTIGATIVE CONSUMER REPORTS**

**WARNING: PLEASE READ CAREFULLY**

CREDIT UNION OBTAINS CONSUMER AND INVESTIGATIVE CONSUMER REPORTS FOR EMPLOYMENT PURPOSES. CREDIT UNION HAS MY AUTHORIZATION TO OBTAIN CONSUMER AND INVESTIGATIVE CONSUMER REPORTS ABOUT MY CREDIT HISTORY, CREDIT STANDING, MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS AND MODE OF LIVING FOR EMPLOYMENT PURPOSES ONLY. IF I AM DENIED EMPLOYMENT IN WHOLE OR IN PART, OR SUFFER AN ADVERSE EMPLOYMENT ACTION BECAUSE OF INFORMATION CONTAINED IN THE CONSUMER AND INVESTIGATIVE CONSUMER REPORTS, I MAY REQUEST OR CREDIT UNION WILL ADVISE ME OF THE ADVERSE ACTION AND SUPPLY ME WITH A COPY OF THE REPORT AND PROVIDE ME WITH A SUMMARY OF MY RIGHTS, WHICH WILL BE OBTAINED FROM THE CONSUMER REPORTING AGENCY. I ACKNOWLEDGE A FAVORABLE CONSUMER OR INVESTIGATIVE CONSUMER REPORT DOES NOT GUARANTEE OR ENSURE EMPLOYMENT ELIGIBILITY OR CONTINUANCE OF EMPLOYMENT.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
SOCIAL SECURITY NUMBER