

Application for Employment

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

Personal Information

Name _____ Former Name _____
Last First Middle

Home Phone No. _____

Address _____
Street City State Zip Code

Employment Eligibility

Are you eligible for employment in the USA? _____ Yes _____ No

If no, what is your visa status? _____

If you are under 18 years of age, can you provide required proof of eligibility to work? _____ Yes _____ No

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 yes, when? _____

Have you ever applied for a position at Canals & Trails Credit Union before? _____ Yes _____ No

Have you ever been convicted of a felony? (A conviction will not necessarily disqualify you) _____ Yes _____ No

If yes, please explain: _____

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 Temporary

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	

Employment History

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

1 Company	Address	Telephone
Dates Employed	Salary	Name of Supervisor
From: To:	Starting: Leaving:	

Your Title and Duties

Reason for leaving

2 Company	Address	Telephone
Dates Employed	Salary	Name of Supervisor
From: To:	Starting: Leaving:	

Your Title and Duties:

Reason for leaving

May we contact the above employers for reference checking purposes? _____ Yes _____ No

Please identify 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. ()

Software Experience

Describe any software experience you may have and circle your proficiency level. 1 indicates no experience and 5 indicates thoroughly proficient.

Computer Skills Type _____	1	2	3	4	5
Word Processing Type _____	1	2	3	4	5
Spreadsheet Type _____	1	2	3	4	5
Database Type _____	1	2	3	4	5
E-mail Type _____	1	2	3	4	5
Other Type _____	1	2	3	4	5
Other Type _____	1	2	3	4	5

Skills and Qualifications

Use the space below to describe your interest in Canals & Trails Credit Union and summarize the special job related skills, aptitudes, special training or license that you feel qualify you for a position with us.

Community Involvement

Use the space below to describe your participation in civic, profession and/or community activities.

Federal law prohibits a 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 past ten years.

Yes	No	
<hr/>	<hr/>	Receiving or claiming gifts for procuring loans;
<hr/>	<hr/>	Theft, embezzlement or misappropriation of money, funds or securities;
<hr/>	<hr/>	Falsifying bookkeeping entries for loans, in exchange for compensation;
<hr/>	<hr/>	Knowingly concealing assets from NCUA liquidating agent;
<hr/>	<hr/>	Fraud;
<hr/>	<hr/>	Obstructing exam of financial institution by federal agency;
<hr/>	<hr/>	Money laundering;
<hr/>	<hr/>	Monetary transactions in property derived from specific unlawful activity; and/or
<hr/>	<hr/>	Participation in pretrial diversion program

PLEASE READ CAREFULLY BEFORE SIGNING

Canals & Trails Union is an equal opportunity employer. Canals & Trails 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 that by completing this application, Canals & Trails Union does not guarantee a job interview or an offer of employment. If employed, I understand that my employment is "at will" and can be terminated at any time and for any reason by either Canals & Trails 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