



An Equal Opportunity Employer

Application for Employment

Date: _____

We request the following information to help us make the best possible placement within Scott Credit Union. We appreciate the time you spend in completing this form. How did you hear about this position at Scott Credit Union? (check one)

Online Ad Newspaper Ad From a current employee Television Commercial Other _____
Name of Referring Employee _____

Personal Information

Name _____ List All Former Names _____

Last First Middle

Home Phone No. _____ Social Security 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 under 18 years of age, state birth date. _____

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

Have you ever worked for Scott Credit Union before? _____ Yes _____ No If so, when? _____

Have you ever applied for a position at Scott Credit Union before? _____ Yes _____ No

Have you ever had a bond denied, modified or revoked? _____ Yes _____ No

If so, provide the reason and the date of bond denial, modification or revocation. _____

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 Either

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 GED	
Business/Trade School:		1 2 3 4	Y N	
College:		1 2 3 4	Y N	

Are you currently pursuing further studies? _____ Yes _____ No

If so, please list where attending and current school schedule. _____

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		
3 Company	Address	Telephone
Dates Employed	Salary	Name of Supervisor
From: To:	Starting: Leaving:	
Your Title and Duties:		
Reason for leaving		
4 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? _____

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. ()

Personal Computer and Software Experience

____ Word ____ Access
____ Excel ____ Email
____ Power Point ____ Other (please list)

Interests

Use the space below to describe your interest in Scott Credit Union and the skills, aptitudes, and special training that you feel qualify you for this position.

PLEASE READ CAREFULLY BEFORE SIGNING

Scott Credit Union is an equal opportunity employer. Scott Credit Union does not make employment decisions based on race, religion, marital status, known mental or physical impairments, genetic information, national origin, sex, sexual orientation and/or sexual identity, age or membership in the uniformed services, disability based on veterans status, or status as a veteran of the Vietnam War. Scott 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 Scott Credit Union with any information about sealed or expunged conviction or arrest records.

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 last ten years:

- | Yes | No | |
|--------------------------|--------------------------|--|
| <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. |

I understand that Scott Credit Union conducts criminal background checks on all applicants and analyzes this information in conjunction with state and federal law.

I understand that by completing this application, Scott 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 Scott Credit Union 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