



Employment Application

Granite Hills Credit Union is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, ancestry, veteran status, physical or mental disability or any other legally protected status.

This application is considered active for six (6) months, beginning with "Date Applied."

- Instructions:**
- Please print legibly.
 - Provide all applicable information requested.
 - Attach a resume to submit additional information.

Personal:

Name: *(First, Middle, Last)*

Date Applied: *(mm/dd/yy)*

Home Address: *(Street Address or P.O. Box)*

(City, State, Zip Code)

County:

Home Telephone Number:

Work Telephone Number:

Social Security Number:

General Information:

Type of Work Desired: *(Administrative, Clerical, Supervisory, Management, etc.)*

1.

2.

3.

Employment Desired:

Check one:

- Full-time
 Part-time
 Temporary

Salary Desired:

\$

Check one:

- Per hour
 Per year

On what date are you available to work?

/ /

Have you ever been employed by the Credit Union?

Check one: No

Yes

If "Yes", complete the following:

Position:

Answer the following questions by checking the appropriate box.

1. Are you prevented from becoming lawfully employed in this country because of visa or immigration status? No Yes
(Proof of citizenship and/or immigration status is required upon employment.)
2. Have you ever been convicted of or plead guilty or no contest to any felony? No Yes
(Conviction will not necessarily disqualify an applicant from employment.)
3. Have you ever been convicted of or plead guilty or no contest to a misdemeanor involving: the wrongful taking of property, theft, embezzlement, bribery, perjury, forgery, counterfeiting, extortion, investments or investment-related business or a conspiracy to commit any of these offenses? No Yes

Education:

School Name & Location	Did You Graduate?	Major	Degree

Professional trade, business or civic activities and offices held: (You may exclude those which would reveal race, religion, national origin, age, ancestry, disability or other protected status.)

Special Qualifications: What special skills, other knowledge, talents, business licenses, professional designations or other job-related experiences do you have?

Employment History: List all part-time and full-time positions in chronological order with present or most recent position first.

1. Employer: *(Company name)* Dates worked: *(from-to)*

Employer's Address: *(Street, City, State, Zip Code)*

Employer's Telephone Number: Supervisor's Name: Starting Salary:

Job title and duties: Ending Salary:

Reason for leaving:

2. Employer: *(Company name)* Dates worked: *(from-to)*

Employer's Address: *(Street, City, State, Zip Code)*

Employer's Telephone Number: Supervisor's Name: Starting Salary:

Job title and duties: Ending Salary:

Reason for leaving:

3. Employer: *(Company name)* Dates worked: *(from-to)*

Employer's Address: *(Street, City, State, Zip Code)*

Employer's Telephone Number: Supervisor's Name: Starting Salary:

Job title and duties: Ending Salary:

Reason for leaving:

References: List three references who are former supervisors, co-workers, teachers or professional associates, etc.

1. **Name:** *(First, Last)*

Telephone number:

Address: *(Street, City, State, Zip Code)*

Association to Applicant:

2. **Name:** *(First, Last)*

Telephone number:

Address: *(Street, City, State, Zip Code)*

Association to Applicant:

3. **Name:** *(First, Last)*

Telephone number:

Address: *(Street, City, State, Zip Code)*

Association to Applicant:

Authorization: As an applicant for employment with the Credit Union, I understand the following:

All information provided in this application, as well as that contained in any accompanying resume and or personal history profile, is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information or material omission will be grounds for rejection of this application or for subsequent discipline against me by the Credit Union including my dismissal from employment. All information provided in this application, as well as that contained in any accompanying resume and or personal history profile, is subject to verification by the Credit Union.

In processing this application, I voluntarily give my consent to the Credit Union to conduct a thorough investigation of my past and present employment, financial condition and general background.

That my employment with the Credit Union is not guaranteed for any length of time, and my employment may be terminated by the Credit Union or myself at any time and for any reason. I understand that no documents or statements of the Credit Union will constitute a contract of employment that in any way limits the Credit Union's right to terminate employment at will. I further understand that the at-will nature of my employment cannot be changed except by a formal written contract signed by both a duly authorized agent of the Credit Union and me.

During my employment with the Credit Union, I will comply with all rules and regulations as set forth in the Credit Union's policy manual or other communications distributed to all employees.

That I authorize the Credit Union to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

That any handbooks, manuals, policies and procedures maintained by the Credit Union are not contractual in nature and may be amended, superceded, abolished or withdrawn at any time by the Credit Union at its sole discretion.

During my employment with the Credit Union, I understand that I will pledge to preserve in confidence any information concerning the business of the Credit Union and its members which comes to my knowledge through my position and that any violation of this confidentiality may be grounds for my dismissal from employment.

Date: _____ Signature of Applicant: _____

Fair Credit Reporting Act: I authorize Granite Hills Credit Union, at this time, and if I am employed, during the term of my employment, to obtain consumer reports and make any inquiries it deems appropriate to process my employment application, to evaluate performance, and to collect any sums owed by me to Granite Hills Credit Union.

Date: _____ Signature of Applicant: _____