



UNITE Credit Union

802 W 29th Street
Cedar Falls, IA 50613
(319) 273-2479
www.unite-cu.org

APPLICATION FOR EMPLOYMENT

Applicant Name: _____ Date: _____

Email Address: _____

Current Address: _____
Street Address

City State Zip

Telephone: _____

Cell Phone Alternate Phone

Number of Years at Current Address: _____

Previous Address: _____
Street Address

City State Zip

Position(s) applying: _____

Type of work Desired: [] Full-time [] Part-time [] Temporary

Date you will be available to start work _____

How were you referred to us? _____

Name of referral source: _____

Are you able to meet the attendance requirements? [] Yes [] No

Do you have any objection to working overtime if necessary? [] Yes [] No

Can you travel if required by this position? [] Yes [] No

Have you ever applied or been previously employed by our organization? [] Yes [] No

If yes, When? [] Applied [] Employed

Are you legally eligible to work in this country? [] Yes [] No
(Please note: proof of employment eligibility will be required.)

Bondability: State and Federal banking regulations require all bank industry employees to be bonded (no criminal history in financial crimes or theft). Are you eligible to be bonded? [] Yes [] No

Employment History

Please provide the following employment information for your past three employers starting with the most recent.

Employer: _____ Position held: _____

Full Address: _____

Street, City, State and Zip Code Phone: _____

Immediate Supervisor and Title: _____

Immediate Supervisor Phone: _____ Supervisor e-mail: _____

Dates employed: From: _____ To: _____ Salary: _____

Essential duties: _____

Reason for Leaving: _____

May we contact this employer? [] Yes [] No If No, please state why: _____

1st Prior

Employer: _____ **Position held:** _____

Full Address: _____
 Street, City, State and Zip Code _____ **Phone:** _____

Immediate Supervisor and Title: _____

Immediate Supervisor Phone: _____ **Supervisor e-mail:** _____

Dates employed: From: _____ To: _____ **Salary:** _____

Essential duties: _____

Reason for Leaving: _____

2nd Prior

Employer: _____ **Position held:** _____

Full Address: _____
 Street, City, State and Zip Code _____ **Phone:** _____

Immediate Supervisor and Title: _____

Immediate Supervisor Phone: _____ **Supervisor e-mail:** _____

Dates employed: From: _____ To: _____ **Salary:** _____

Essential duties: _____

Reason for Leaving: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History.

A. List the last three (3) schools attended & the location, starting with the most recent. **B.** List the number of years completed. **C.** Indicate degree or diploma earned, if any. **D.** List field(s) of study (Major & Minors)

A. Name & Location of School	B. Years Completed	C. Degree	D. Fields of Study

Personal References. List the name of 3 references. Please do not include relatives or employers.

Name:	Telephone number	Years known

Application for Employment Authorizations & Acknowledgements

I hereby authorize Unite Credit Union to contact, obtain, and verify the accuracy of information contained in this application from all-previous employers, educational institutions, and references. I also hereby release from any liability Unite Credit Union and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information. I understand that Unite Credit Union may request an investigative consumer report from a consumer-reporting agency. This report may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand that I have a right to make a written request within a reasonable time for disclosure of the name and address of the consumer reporting agency so that I may obtain complete disclosure of the nature and scope of the investigation.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

I understand that Unite Credit Union is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

I understand that it is the policy of this organization not to discriminate against any applicant or refuse to hire a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Unite Credit Union to hire me. If I am employed, I acknowledge that employment is at-will, there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at-will, with or without cause or notice, at any time consistent with applicable state or federal law. No supervisor, manager or employee has authority to enter into a contract for employment for any specified period or to make an agreement for employment other than at-will. Only the CEO of the Company has the authority to make any such agreement and then only in writing.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I understand that Unite Credit Union requires successful completion of a pre-employment background check and bonding approval as a condition of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions. I certify that all information provided in this application is true, complete and accurate to the best of my knowledge.

Applicant Signature

Date

Print Applicant Name