



# Application for Employment

## Please Read Before Completing this Application

We are pleased you are interested in applying for a position with Point West Credit Union. This credit union is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital status, national origin, disability, sexual orientation, veteran status or any other basis protected by federal, state or local law.

Point West Credit Union welcomes the opportunity to provide reasonable accommodation to applicants with disabilities. If you require an accommodation, during the employment process please notify the Human Resources Department.

Interviews are given on a competitive basis, using job-related factors, after a written application and resume are received and reviewed. Due to the large number of written applications received, NOT EVERYONE WHO APPLIES FOR A VACANT POSITION WILL BE INTERVIEWED. Please type or print in ink and answer all questions.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Application

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Available for Hire

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Social Security Number

Resume Attached?  YES  NO

## About You

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

Alias or Past Names (please include maiden name, if applicable)

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

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

## Current Residence

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
City

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
State Zip Code

Is it okay to call you at work?  YES  NO

## Past Residence(s)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Address/City/State/Zip Code

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Address/City/State/Zip Code

## Are You:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Over 18 years old?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| A previous applicant?   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| A previous employee?  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| Legally able to work in the US?                                   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| Able to make it to work using a reliable means of transportation? | <input type="checkbox"/>     | <input type="checkbox"/>    |

## Have You:

Ever been convicted of a crime other than a traffic violation?  YES  NO

If yes, please describe and include type of crime and date of conviction.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How Did You Find Us?**

Advertisement Name of Publication \_\_\_\_\_  
 Referral from Employee Employee Name \_\_\_\_\_  
 Employment Agency Employment Agency \_\_\_\_\_  
 Other \_\_\_\_\_

**Your Work Experience**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Present/Last Employer Type of Organization Start Date End Date  
\_\_\_\_\_  
Address/City/State/Zip Code Phone Salary  
\_\_\_\_\_  
Job Title Supervisor Email Address May we contact?  YES  NO  
Reason for Leaving  
.....

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Past Employer Type of Organization Start Date End Date  
\_\_\_\_\_  
Address/City/State/Zip Code Phone Salary  
\_\_\_\_\_  
Job Title Supervisor Email Address May we contact?  YES  NO  
Reason for Leaving  
.....

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Past Employer Type of Organization Start Date End Date  
\_\_\_\_\_  
Address/City/State/Zip Code Phone Salary  
\_\_\_\_\_  
Job Title Supervisor Email Address May we contact?  YES  NO  
Reason for Leaving

**Professional Information (if applicable)**

License Description \_\_\_\_\_ License Number \_\_\_\_\_  
Effective Date \_\_\_\_\_ Expiration \_\_\_\_\_  
Registry or Certification \_\_\_\_\_ Registration No. \_\_\_\_\_  
Effective Date \_\_\_\_\_ Expiration \_\_\_\_\_  
Other \_\_\_\_\_

**U.S. Military Service**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Branch Rank Start Date of Service End Date of Service  
\_\_\_\_\_  
Duties Honorable Discharge?  YES  NO

## Please Read Carefully

If you have any questions regarding the application, this statement or have need of special assistance in regard to applying for this position, please see the person of this organization who is assisting you with this application.

This organization does not discriminate in hiring on a basis of race, color, religion, sex, national origin, disability, veteran status, or your membership in any protected class protected under law of this jurisdiction. This application does not intend to ask questions that would provide information that could be used for discrimination.

Your application will be given the consideration it deserves; however, completing an application does not imply that you will be offered employment. By checking the box below, you understand and acknowledge that nothing contained in this application or any information gained or discussed during the interview process creates an employment contract between you and Point West Credit Union. Should this application and the process surrounding this application result in your employment, unless otherwise stated in a written employment contract, you understand that your employment relationship with Point West Credit Union is at-will, meaning either Point West Credit Union or you can terminate the relationship at any time, with or without notice or reason.

Moreover, you understand that no person at Point West Credit Union with the exception of an authorized employee of the Human Resources Department has any authority to enter into any agreement with you for any specified period of time or to guarantee any other personnel benefit. This includes any statements or guarantees made prior to your application or after you are employed.

When processing this application, Point West Credit Union may request a criminal, police or background check about you. In addition to background checks, Point West Credit Union may contact past employers, supervisors and/or any other person listed in this application regarding the statements made herein and your suitability for employment. This inquiry may include information as to your general character, reputation and work-related characteristics. You have the right to make a written request to the Human Resources Department of Point West Credit Union to disclose to you the content of these reports.

Also note that should you become employed at Point West Credit Union, this organization may use outside agents or representatives to perform investigations surrounding any claim of wrongdoing including sexual harassment, theft or fraud.

By checking this box, you certify that all statements made by you on this application are true and complete to the best of your knowledge and you understand that any misrepresentations or omissions by you may be the cause for rejection of your application, or may be cause for subsequent dismissal if you are hired.

Date \_\_\_\_\_