



Application for Employment

Cloverbelt Credit Union is an equal opportunity employer dedicated to a policy of non-discrimination and non-retaliation in employment on any basis, including race, creed, color, age, religion, gender, ancestry, pregnancy, sexual orientation, national origin, disability, genetic information, transgender/gender identity, veteran status, use or non-use of lawful products away from work, or other characteristics protected by law. Consistent with the Americans Disabilities Act, applicants may request accommodations needed to participate in the application process.

Please contact the Credit Union directly if you need an accomodation to participate in the application process.

Note: This application must be filled out in its entirety even if the Credit Union permits you to submit a resume and you are doing so. Please continue on a separate sheet for any question when necessary.

Last name, first name, middle initial:	Date:
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Is any additional information about a change of name, use of assumed name, or nickname necessary to enable a check on your work record? If so, please explain:

Present address (include street, city, state and zip code):	Home Phone:
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Last previous address (if at present address less than two years):	Cell Phone:
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Email:	Are you 18 years of age or older? Yes No
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Are you legally authorized to work in the United States at the present time? Yes No

Have you ever been convicted of a crime? Answering yes to this question is not an automatic bar to employment.
Yes No

Position Desired:	How were you referred to this organization?
Status: full-time part-time	Online Friend/employee
Salary Desired: \$ _____ Hourly Annually	On my own Other _____
Earliest start date:	I have applied for a position with the Credit Union in the past. I have worked for the Credit Union in the past.
	If you checked either box, please give the dates you applied or began work:

Do you have any commitments to another employer that might affect your employment with this organization? Yes No
Explain:

Work Experience – account for all employment since high school or the last ten years, whichever is less, with most recent experience first.

From Mo/Yr	To Mo/Yr	Employer name, address and phone number	Principal duties	Supervisor's Name	Reason for leaving

Educational Background:			
Name of high school, college, technical or business school	Address	Course of study	Graduate? If yes, state degree

Are there any days or hours the Credit Union is open that you would not be able to work?

List *job-related* certificates and licenses, along with dates obtained:

List any other *job-related* skills and abilities:

Employment References: Give the names of three employment references. The Credit Union may also contact any of your former employers for a reference.

Name	Company	Phone Number	Job Title

Please check the appropriate boxes before signing this application. If you have any questions regarding the following statements, please ask about them before signing.

I certify that all information and statements I have provided in this application and in any accompanying documents are accurate and complete.

I understand that providing false or misleading information on this application form or on any other materials I provide with it could result in my not being hired or in termination of my employment if I am hired.

I understand that my past and present employers and educational institutions may be contacted to verify my references.

I authorize the Credit Union to conduct a background check on me and to contact and verify my references. (If the Credit Union intends to obtain a credit report, it will first obtain my authorization and signature on a separate document.)

I understand and acknowledge that in the event I am hired, my employment will be at-will – meaning that either the Credit Union or I can terminate it at any time and for any reason that is not unlawful. The at-will relationship will remain throughout my employment unless I enter into a written agreement stating otherwise from the board of directors or an officer of the credit union with authority to enter into the agreement.

I acknowledge that no offer or promise of employment has been made as of this date.

_____ X _____
 Applicant's Name Applicant's signature Date