

APPLICATION FOR EMPLOYMENT

Heritage Credit Union (HCU) is an equal opportunity employer does not discriminate in hiring or terms and conditions of employment on the basis of race, color, sex, sexual orientation, national origin, age, religion, disability, or any other criteria protected by applicable federal, state, or local laws. No questions in this application are intended to elicit from you information that would violate applicable federal, state or local laws. You are not required to answer any questions in this application that are not relevant to the position for which you are applying.

Employment applications are considered active for one year. If you would like to be reconsidered for employment after one year, please complete a new employment application.

PERSONAL INFORMATION

Date _____

Last Name: _____ First Name: _____ Middle Initial: _____

Former Name _____

Present Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Cell Phone Number _____

E-mail Address (optional): _____

Are you legally authorized to work in the US? Yes No

Are you at least 18 years of age? Yes No

Names of friends or relatives employed by HCU? _____

How did you hear about this open position? _____

Referred by: _____

JOB INTEREST

Position Applying For: _____

Type of Employment Desired (check one): Full Time _____ Part Time _____ Temporary _____

Do you have reliable transportation to work? Yes No

Salary/Wage Expected: _____ Date Available to Start Work: _____

EMPLOYMENT HISTORY INFORMATION

Have you ever worked for Heritage Credit Union.? Yes No

If Yes, When: _____

Reason for Leaving: _____

List below present and past employment beginning with your most recent, accounting for the last 7 years. All sections must be completed even if resume is attached.

Name and Address of Company (Present or Last Employer)			From		To	
			Month	Year	Month	Year
Position Title	Name of Supervisor	Area Code/Phone Number	Starting Salary _____			
			Ending Salary _____			
Type of Business			Reason for Leaving			
Description of Your Duties						
May we contact this employer? Yes No						

Name and Address of Company (Previous Employer)			From		To	
			Month	Year	Month	Year
Position Title	Name of Supervisor	Area Code/Phone Number	Starting Salary _____			
			Ending Salary _____			
Type of Business			Reason for Leaving			
Description of Your Duties						

Name and Address of Company (Next Previous Employer)			From		To	
			Month	Year	Month	Year
Position Title	Name of Supervisor	Area Code/Phone Number	Starting Salary _____			
			Ending Salary _____			
Type of Business			Reason for Leaving			
Description of Your Duties						

Name and Address of Company (Next Previous Employer)			From		To	
			Month	Year	Month	Year
Position Title	Name of Supervisor	Area Code/Phone Number	Starting Salary _____			
			Ending Salary _____			
Type of Business			Reason for Leaving			
Description of Your Duties						

EDUCATIONAL INFORMATION

High School Name	Location (City/State)	Major	Did you graduate? Yes No		
College / University Name	Location (City/State)	Major	Did you graduate? Yes No	Graduation Date (Month and Year)	Degree Title
Other (Specify)	Location (City/State)	Major	Did you graduate? Yes No	Graduation Date (Month and Year)	Certificate or Diploma Title
Special Certification/Publication					

GENERAL INFORMATION

Training, knowledge and skills relating to position applied for:

Have you been convicted of a criminal offense? (Conviction of a crime will not automatically disqualify you from employment.) You are not obligated to disclose sealed or expunged records of arrests or convictions. Yes No

If yes, fully describe: _____

PROFESSIONAL REFERENCES (other than relatives)

Name (1)		Present Organization		Position/Title	
Work Association		Number of Years Known	City/State		Phone
Name (2)		Present Organization		Position/Title	
Work Association		Number of Years Known	City/State		Phone
Name (3)		Present Organization		Position/Title	
Work Association		Number of Years Known	City/State		Phone
Name (4)		Present Organization		Position/Title	
Work Association		Number of Years Known	City/State		Phone
Name (5)		Present Organization		Position/Title	
Work Association		Number of Years Known	City/State		Phone

PRE-EMPLOYMENT STATEMENT

I certify that all information supplied in this application and any attached supporting document (resume, cover letter, etc.) is true and correct. I understand that, because Heritage Credit Union (HCU) will rely on this application in making its employment decisions, any false or misleading information furnished by me regarding this application will result in the rejection of this application or termination if employed by HCU.

In consideration of my employment, I agree to conform to the rules and regulations of HCU, and further agree that my employment and compensation are at will and can be terminated, with or without cause, and with or without notice, at any time at the option of either me or HCU. No supervisor, representative, agent, or employee of HCU has now or has had in the past any authority to enter into any agreement for employment for a specified period of time, or to make any agreement which is contrary to or a modification of the above term, nor can any policies of HCU, either written or oral, modify the above terms.

Applicant Signature: _____

Date: _____

RELEASE AUTHORIZATION

I hereby authorize all educational institutions which I have attended, all branches of U.S. military service in which I have served, all of my former employers, all credit bureaus, all court systems, and all of their representatives to furnish Heritage Credit Union (HCU) or its representatives any and all information concerning my education, driving record, military service, former employment, credit history, and/or criminal convictions. In addition, I hereby agree to hold harmless and to release all of said institutions, services, employers, bureaus, courts, and representatives from any and all claims that I may have, or which may arise, against any and/or all of them, including HCU, as a result of their furnishing information to HCU

Applicant Signature: _____

Date: _____