THE COOPERATIVE EMPLOYEES' CREDIT UNION
APPLICATION FOR EMPLOYMENT

The Cooperative Employees' Credit Union, (CECU) is an equal opportunity employer. We encourage qualified veterans, minorities, women, and individuals with disabilities to apply. No information provided here will be used in an unlawful manner. Please complete this application, answering each question. Read, sign and date the applicant's certification and agreement.

POSITION APPLIED FOR: _____ DATE: _____

GENERAL INFORMATION

Name: _____
First Middle Last

Mailing Address: _____
Number Street City State Zip Code

Telephone Number: Home ( ) _____ Alternate: ( ) _____

_____ Yes _____ No Are you 18 years of age or older?
_____ Yes _____ No Do you have a valid Class D drivers license?
_____ Yes _____ No Are you currently a member, related by blood or married to a member of the CECU?
_____ Yes _____ No Are you legally eligible to work and live in the United States?
_____ Yes _____ No Have you ever been convicted of a Felony?
_____ Yes _____ No Are you willing to travel as part of your job duties?
_____ Yes _____ No Are you willing to work overtime when required by the job?
_____ Yes _____ No Are you willing to attend and participate in job related training if required? Training may be held at locations other than your worksite and times other than normal work schedule.

EDUCATION AND TRAINING

Circle Highest Year Completed High School 1 2 3 4 High School Diploma ____ Yes ____ No

Colleges or Universities Attended:

Name	Location	# Yrs. Attended	Major	Degrees
				__Yes __ No
				__Yes __ No
				__Yes __ No

Vocational/Technical Certificates or Programs Completed and Skills or Trades Studied (other than listed above)

School	Studies, Certification or Programs Completed	Number of Yrs. Attended

Additional Education or Training (military, OJT, etc.)

_____
_____

Trade license

_____
_____

Typing or Keyboard Speed:_____ words per minute

This section is extremely important. List special skills, past job experience and knowledge that you possess that would have a direct bearing to the duties and responsibilities and qualifications that were listed on the advertisement. Examples: Specific job related training, short term certifications not listed under education, work you have performed that is listed in the qualifications and duties and responsibilities, etc.

_____
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EMPLOYMENT HISTORY

Please complete the following beginning with present or most current employment including Military experience. Use the back of this page to explain any gaps in employment. Please complete this section even though you have submitted a resume.

Employer _____
Address _____
City_____State_____
Phone (____) _____ Cell (____) _____
Immediate Supervisor and Title: _____
_____
May we contact your immediate supervisor as a reference? _____ Yes _____ No _____ Later

Job Title _____
Describe the work you did _____
_____
_____
_____
From _____/_____ To_____/_____
Mo. Yr. Mo. Yr.
Starting Salary $_____ per ___
Ending Salary $ _____ per

Reason for leaving? _____
_____

Employer _____
Address _____
City_____State_____
Phone (____) _____ Cell (____) _____
Immediate Supervisor and Title: _____
_____
May we contact your immediate supervisor as a reference? _____ Yes _____ No _____ Later

Job Title _____
Describe the work you did _____
_____
_____
_____
From _____/_____ To_____/_____
Mo. Yr. Mo. Yr.
Starting Salary $_____ per ___
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Reason for leaving? _____
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Employer _____
Address _____
City_____State_____
Phone (____) _____ Cell (____) _____
Immediate Supervisor and Title: _____
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May we contact your immediate supervisor as a reference? _____ Yes _____ No _____ Later

Job Title _____
Describe the work you did _____
_____
_____
_____
From _____/_____ To_____/_____
Mo. Yr. Mo. Yr.
Starting Salary $_____ per ___
Ending Salary $ _____ per

Reason for leaving? _____
_____

Use this section to enter any additional information about your experience and education that you wish us to know. This section is carefully reviewed when selecting candidates for the interview process.

_____
_____
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_____
_____

REFERENCES

List three references who are not relatives or previous supervisors:

Name: _____
Address: _____
City:_____State:____
Zip: _____ Phone: _____
Occupation: _____
Yrs. Known: ____

Name: _____
Address _____
City:_____State:____
Zip: _____ Phone: _____
Occupation: _____
Yrs. Known: _____

Name: _____
Address: _____
City:_____State:_____
Zip: _____ Phone: _____
Occupation: _____
Yrs. Known: _____

May we contact these references: _____ Yes _____ No

APPLICANT'S CERTIFICATION AND AGREEMENT

PLEASE READ CAREFULLY AND SIGN

I certify that the facts contained in this application and resume are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by CECU.

I understand that any employment is conditioned on a background check. I authorize the CECU to investigate all statements contained in my application and resume. I authorize my previous employers and references to furnish any information requested concerning my personal character, work habits or employment records. I release all such persons from liability or damages incurred as a result of inquiry and furnishing this information.

I understand and agree that nothing contained in this application, or conveyed during my interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or CECU.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. I understand that my employment or continued employment, to the extent permitted by law, may be contingent upon satisfactory medical examinations and drug test.

I understand if hired, I agree to abide by all CECU's work rules, policies and procedures. CECU retains the right to revise its policies or procedures, in whole or in part, at any time.

Applicant's Signature _____ Date: _____