

*Belonging Never Felt Better*



- Medical Member Services Branch /Administrative Offices**  
2650 Harrison Avenue  
Eureka, CA 95501
  
- Crescent City Member Services Branch**  
201 H Street  
Crescent City, CA 95531
  
- Arcata Member Services Branch**  
1551 Giuntoli Lane  
Arcata, CA 95521
  
- Fortuna Member Services Branch**  
1814 Main Street  
Fortuna, CA 95540
  
- Weaverville Member Services Branch**  
100 Glen Road  
Weaverville, CA 96093
  
- Downtown Member Services Branch**  
4th & J Streets  
Eureka, CA 95501
  
- Bayshore Mall Member Services Branch**  
3300 Broadway  
Eureka, CA 95501
  
- Hoopa Member Services Branch**  
Hwy. 96  
Hoopa, CA 95546
  
- Willow Creek Member Services Branch**  
Hwy. 299 & Hwy. 96  
Willow Creek, CA 95573
  
- McKinleyville Member Services Branch**  
1968 Central Avenue  
McKinleyville, CA. 95519
  
- McKinleyville Member Services Branch (Ray's Food Place)**  
1580 Central Avenue  
McKinleyville, CA 95519

**Please check the above locations where you would be willing to accept employment.**

Applicant Name: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Date: \_\_\_\_\_

**Coast Central Credit Union is an Equal Employment Opportunity Employer and complies with Fair Employment Practices of Title VII of the Civil Rights Acts of 1964 and Anti-Discrimination Laws when selecting employees.**

**PERSONAL**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Message/Work Phone Number: \_\_\_\_\_

**POSITION OBJECTIVE**

Position Desired: \_\_\_\_\_

Salary/Wage Requirements: \_\_\_\_\_

Type of Employment Desired:  Full Time       Part Time       Temporary

If part-time or on-call, indicate hours and days available:

Monday \_\_\_\_\_  Tuesday \_\_\_\_\_  Wednesday \_\_\_\_\_  Thursday \_\_\_\_\_  Friday \_\_\_\_\_

Saturday \_\_\_\_\_  Sunday \_\_\_\_\_

Are you available to work: \_\_\_\_ Evenings? \_\_\_\_ Weekends?

Branch location(s) preferred: \_\_\_\_\_

**GENERAL INFORMATION**

- Are you legally eligible for employment in this country?  Yes  No  
(Proof of U.S. Citizenship or immigration status will be required upon employment).
- If you are under 18, can you furnish a work permit?  Yes  No
- Have you ever pled guilty to or been convicted of a criminal offense  Yes  No  
involving robbery, embezzlement, forgery, shoplifting or other dishonest acts?

If yes, give date and circumstances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Do you have any relatives employed by the credit union?  Yes  No

If yes, give full names and relationship to you: \_\_\_\_\_

- Have you ever been discharged from a position?  Yes  No

If yes, please explain: \_\_\_\_\_

- Please list any active business or professional licenses you may hold that are related to the position you are applying for:

<u>Type of License</u>	<u>Issuing Organization</u>	<u>Licensing No.</u>	<u>Expiration Date</u>
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_____	_____	_____	_____
_____	_____	_____	_____

**EMPLOYMENT/MILITARY EXPERIENCE** (Please start with your most recent position):

A. Company \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_

Nature of Work

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Wage \_\_\_\_\_ Supervisory Responsibility \_\_\_\_\_

\_\_\_\_\_

Immediate Supervisor (Name and Title) \_\_\_\_\_

What did you most enjoy? \_\_\_\_\_

\_\_\_\_\_

What did you least enjoy? \_\_\_\_\_

\_\_\_\_\_

Reason for leaving or changing \_\_\_\_\_  
\_\_\_\_\_

Your full name while there: \_\_\_\_\_

B. Company \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_

Nature of Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wage \_\_\_\_\_ Supervisory Responsibility \_\_\_\_\_  
\_\_\_\_\_

Immediate Supervisor (Name and Title) \_\_\_\_\_

What did you most enjoy? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did you least enjoy? \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving or changing \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your full name while there: \_\_\_\_\_

C. Company \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_

Nature of Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wage \_\_\_\_\_ Supervisory Responsibility? \_\_\_\_\_  
\_\_\_\_\_

Immediate Supervisor (Name and Title) \_\_\_\_\_

What did you most enjoy? \_\_\_\_\_  
\_\_\_\_\_

What did you least enjoy? \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving or changing \_\_\_\_\_  
\_\_\_\_\_

Your full name while there: \_\_\_\_\_

**Note:**

**Please indicate any employers you do not wish contacted without your prior authorization:**

\_\_\_\_\_

Please attach additional sheets or a resume if necessary to complete a description of your work experience or to provide any other information you consider important.

**EDUCATION**

Name & Address	Years Completed	Did you Graduate?	Major or Degree
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\_\_\_\_\_  
High School

\_\_\_\_\_  
Business/Trade/G.E.D.

\_\_\_\_\_  
College/University

\_\_\_\_\_  
Graduate School

\_\_\_\_\_  
Other

Some of our members do not speak English. Do you speak, write or understand any foreign languages?  Yes  No

If yes, which language(s)? \_\_\_\_\_

Describe your level of knowledge:  Basic  Moderate  Fluent

What else should we know about your qualifications? \_\_\_\_\_

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

**OFFICE SKILLS**

Please indicate training or experience in the functions/equipment listed below:

- Typing Speed \_\_\_\_\_ WPM
- Accounting
- Ten Key By Touch
- Bookkeeping
- Computer Experience

Please check software used:

- Windows  Excel  Word  Other \_\_\_\_\_  Other \_\_\_\_\_

**PERSONAL REFERENCES**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

- Personal Friend  Family Member  Employer

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

- Personal Friend  Family Member  Employer

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

- Personal Friend  Family Member  Employer

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:**

I AFFIRM that all of my answers to the questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance. I understand that:

- Information on this application is subject to verification. Any falsification or omission of information submitted on this application will be justification for refusal of employment, or if employed, may result in my discharge.
- My employment may be subject to proof of age, proof of US Citizenship, or legal right to work in this country.
- All employees of the credit union are bonded. The securing and retention of such a bond is a condition of employment and continued employment.
- My employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of the credit union or myself.
- I have received a job description for the position I am applying for.
- I authorize the credit union to investigate my references, work record, education and other matters related to my suitability for employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# FEDERAL TRADE COMMISSION'S SUMMARY OF RIGHTS

## Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRA’s are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance or employment – must tell you and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are also entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report it’s finding to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old, ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user, or (in some cases), a provider of CRA data violates the FCRA, you may sue them in state or federal court.



## **DISCLOSURE AND AUTHORIZATION CONCERNING CONSUMER AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because Coast Central Credit Union intends to request consumer reports or investigative consumer reports in connection with your application for employment for purposes of evaluating your suitability for employment as well as enforcement of credit union policies.

Consumer reports or investigative consumer reports may be obtained from Trans Union Corporation, 2 Baldwin Place, P.O. Box 1000, Chester, PA, 19022, (800) 888-4213. Any such reports may contain information bearing on your character, employment history and credit standing. The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to: credit reports, criminal records checks, public court records checks, driving records, summaries and verification of educational records and histories, and/or summaries and verification of employment positions held and related duties, last pay rate or salary, work performance, experience, skills, qualifications, compliance with employer or institutional reports may be obtained by a consumer reporting agency from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

You will be provided with a copy of any consumer reports obtained by the credit union. Any investigative consumer reports will be provided to you within seven (7) days after we receive all requested reports related to the matter investigated. You may obtain information or copies from our investigative report file at any time prior to your receipt of such copies by contacting the Human Resources Department, Coast Central Credit Union, 2650 Harrison Ave., Eureka, CA, 95501, (707) 445-8801, ext. 303.

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by the consumer reporting agency listed above. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at the consumer reporting agency in person or by mail; you may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, you may be accompanied by one other person of your choosing, provided that person furnishes proper identification.

The nature and scope of any investigative consumer reports that maybe requested is explained above. You are nonetheless entitled to request more information about the nature and scope of such investigative consumer reports by submitting a written request to Human Resources Department, Coast Central Credit Union, 2650 Harrison Ave., Eureka, CA, 95501, (707) 445-8801, ext. 303.

Enclosed for your information is a “Summary of Your Rights Under the Fair Credit Reporting Act”.

**AUTHORIZATION**

I have carefully read and understand this notice and authorization form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to the credit union (1) in conjunction with my application for employment, (2) during the entire course of my employment, if any, and (3) after any such employment ends. I further understand that any and all information contained in my job application or otherwise disclose to the credit union by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the credit union.

\_\_\_\_\_  
Name (printed)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date