

*Belonging Never Felt Better*



## Application for Employment

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.

Applicant Information		
Date of Application:		
Full Name:		
Address:		
Phone: (    )	E-mail Address:	
Date Available:	Desired Salary: \$	Position Desired:
Available Full-Time: <input type="checkbox"/>	Available Part-Time: <input type="checkbox"/>	Available Temporarily: <input type="checkbox"/>
If available part-time please indicate hours and days available:		
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday Evenings <input type="checkbox"/> Weekends <input type="checkbox"/>		
If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, when?  If yes, explain:
Have you ever worked for this company?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?*	YES <input type="checkbox"/> NO <input type="checkbox"/>	
If you are under 18, can you furnish a work permit?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Note:</b> * No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered. * Conviction for misdemeanor marijuana-related offenses that are more than two years old need not be listed.		

### Education

Please list any applicable education you have obtained:

<i>Institution and Address</i>	<i>Years Completed</i>	<i>Did you Graduate?</i>	<i>Major or Degree</i>
1.			
2.			
3.			

### References

Please list three professional references:

Full Name:	Relationship:
Address:	Phone: (    )
Occupation and Company:	No. Years Known:
Full Name:	Relationship:
Address:	Phone: (    )
Occupation and Company:	No. Years Known:
Full Name:	Relationship:
Address:	Phone: (    )
Occupation and Company:	No. Years Known:

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

### Previous Employment

Company:	Type of Business:	
Address:	Phone: (    )	
Job Title:	Starting Salary: \$	Ending Salary: \$
Immediate Supervisor (Name and Title):	Your full name while employed:	
Responsibilities:		
From:                      To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		
YES                      NO <input type="checkbox"/> <input type="checkbox"/>		

Company:		Type of Business:	
Address:		Phone: ( )	
Job Title:	Starting Salary:	Ending Salary: \$	
		\$	
Immediate Supervisor (Name and Title):		Your full name while employed:	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:		Type of Business:	
Address:		Phone: ( )	
Job Title:	Starting Salary:	Ending Salary: \$	
		\$	
Immediate Supervisor (Name and Title):		Your full name while employed:	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Additional Information			
Do you speak, write or understand any foreign languages?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, which language(s)?		Describe your level of knowledge: Fluent <input type="checkbox"/> Basic <input type="checkbox"/> Moderate <input type="checkbox"/>	
Do you have any relatives employed by Coast Central Credit Union?		If yes, give name and relationship:	
YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever been discharged from a position?		If yes, please explain:	
YES <input type="checkbox"/> NO <input type="checkbox"/>			
Are you able to perform the Essential Functions and/or Physical Requirements of the job for which you are applying, either with or without accommodation?		If yes, please explain:	
YES <input type="checkbox"/> NO <input type="checkbox"/>			
If no, describe the functions that cannot be performed:			

**Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.**

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

<i>Type of License</i>	<i>Issuing Organization</i>	<i>Licensing No.</i>	<i>Expiration Date</i>
1.			
2.			
3.			

What else would you like us to know about your qualifications?

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

- Typing Speed \_\_\_\_\_ WPM  
  Ten Key  
  PC Operation  
  Accounting  
  Bookkeeping  
 Windows  
  Excel  
  Word  
  Other \_\_\_\_\_

**Disclaimer and Signature**

*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.*
- \* I authorize Coast Central Credit Union to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Coast Central Credit Union any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition I release Coast Central Credit Union, my former employers and other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of such investigation or disclosure.*
- \* All employees of Coast Central Credit Union are bonded. The securing and retention of such a bond is a condition of employment and continued employment.*
- \* Nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Coast Central Credit Union. In addition, I understand and agree that if I am employed; my employment is for no definite period and may be terminated at any time, with or without prior notice, at the option of either myself or Coast Central Credit Union. This "at-will" employment relationship will remain in effect throughout my employment with Coast Central Credit Union, unless it is modified in writing and signed by me and the credit union's designated representative.*

Signature:	Date:
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