

Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.

Position(s) applied for:			Date o	of Application:
How did you learn about us?	☐ Advertisement☐ Relative	☐ Friend☐ Website		☐ Employment Agency
Last Name	First	Name		Middle Name
Street Address	City,	State		Zip Code
Telephone Number(s)				Social Security Number
If you are under 18 years of ag proof of your eligibility to wo		ired	□ Yes □ No	
Have you ever filed an applica	tion with us before?		☐ Yes ☐ No	
Have you ever been employed	with us before?	If yes, give date	☐ Yes ☐ No	
Are you currently employed?		If yes, give date	☐ Yes ☐ No	
May we contact your current	employer?		☐ Yes ☐ No	
Are you legally authorized to Proof of work authorization wll be			□ Yes □ No	
On what date would you be av	ailable for work?			
Are you available to work:	☐ Full T	ime □ Part T	Time □ Shift W	Vork □ Temporary
Are you currently on "Lay-off	" status and subject to re	ecall?	□ Yes □ No	
Can you travel if a job require	s it?		☐ Yes ☐ No	
Have you been convicted of an or do you have any pending or If Yes, please explain	iminal charges against y	you?	□ Yes □ No	

Education

		High	Schoo	ol	Uı Coll	nderg .ege/U	radua Jnive	ite sity	Gradu	ate/P	rofes	sional	Other
School Name and Location													
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4	
Diploma/Degree													
Describe Course of Study													
Describe any specialized training, apprenticeships, skills and extra-curricular activities													
Describe any honors you have received													
State any additional information regarding your educational background that you feel may be helpful to us in considering your application													

Identify any foreign languages you can speak, read and/or write.				
	FLUENT	GOOD	FAIR	
SPEAK				
READ				
WRITE				

List professional, trade, business or civic activities or offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, sexual orientation, veteran status, disability or other protected status:
Tour may execute memory or each proceed summer and a gray age, section or or an execution proceed summer.

References (please provide two professional references and one personal reference)

Р	Professional
1.	Name:
	Phone: ————
	Address:
	Years Known:
	How do you know them?
2.	Name:
	Phone:
	Address:
	Years Known:
	How do you know them?
P	Personal
3.	Name:
	Phone:
	Address:
	Years Known:
	How do you know them?

Employment

Please provide accurate, complete information regarding prior full-time and part-time employment. Start with your present or most recent employer. You may attach a resume in addition to completing this section.

	Company Name:	Telephone:
	Address:	Date of employment (month and year): From To
1.	Name of Supervisor:	
	Job Title and Responsibilities:	Reason(s) for Leaving:
	Company Name:	Telephone:
	Address:	Date of employment (month and year): From To
2.	Name of Supervisor:	
	Job Title and Responsibilities:	Reason(s) for Leaving:
	Company Name:	Telephone:
	Address:	Date of employment (month and year): From To
3.	Name of Supervisor:	
	Job Title and Responsibilities:	Reason(s) for Leaving:
	Company Name:	Telephone:
	Address:	Date of employment (month and year): From To
4.	Name of Supervisor:	
	Job Title and Responsibilities:	Reason(s) for Leaving:
Plea	se explain any gaps in employment:	
	nay contact the employers listed above unless indicate those you do not want us to contact.	Employer Number(s) Reason

Applicant's Statement

I understand and certify that all information I provide in this application and any other information that I provide to TrailNorth Federal Credit Union in connection with my application for employment, including information given during any interview, are true, accurate, and complete. I understand that any misrepresentation, omission or false information of fact will be cause for refusal of employment or, if employed, termination of employment with the credit union.

I authorize investigation of all information I provide in this application for employment for purposes of arriving at an employment decision. I agree that the credit union may contact any of the references or previous employers/supervisors listed above (unless I have expressly stated that they may not be contacted) and release all persons from liability for contacting references or prior employers/supervisors or providing information in response to such a request. I hereby authorize each individual or company listed on my employment application as a reference to answer all questions that may be asked and to give all information concerning my job performance, character, habits, and skills that may be sought in connection with my employment application.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that any offer of employment made to me or my employment with the credit union does not bind the credit union or me to a contractual employment obligation and such employment may be terminated by either party with or without cause or notice at any time. I further understand that the "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized Officer of the credit union.

	Signature of Applicant	Date
FOR PERS	ONNEL DEPARTMENT USE ONLY	
Arrange Interview ☐ Yes ☐ No		
Remarks		
Interviewer	Date	
Employed □ Yes □ No	Date of Employment	
Job Title	Hourly Rate/Salary	
Department		
ByName and Title	Date	
Notes		