



APPLICATION FOR EMPLOYMENT

We request the following information to help us make the best possible placement within United Community Credit Union. We welcome resumes, however, the application must also be completed. We appreciate the time you spend in completing this form.

Personal Information

Last Name _____ First Name _____ Middle Name _____ Former Name _____

Home Phone #: _____ Cell Phone #: _____ Social Security #: _____

Street Address _____ City _____ State _____ Zip Code _____

Employment Eligibility

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

If under 18 years of age, state your birthdate. _____

Do you have any relatives in our employment? Yes No If so, please list. _____

Have you ever worked for United Community Credit Union before? Yes No If yes, when? _____

Have you previously applied for a position at United Community Credit Union? Yes No

Position Desired

Position for Which You are Applying (Please list only one position per application.) _____

Date Available: _____ Salary Desired: _____

Employment Preference (check one): Full-Time Part-Time

Status Desired (check one): Regular Temporary Student

Can you travel if the job requires it? Yes No

Education

Name / Address	Major Area of Study	Circle Last Year Completed	Did you graduate?	Degree
_____	_____	1 2 3 4	Yes / No	_____
High School				
_____	_____	1 2 3 4	Yes / No	_____
College				
_____	_____	1 2 3 4	Yes / No	_____
Business/Trade School				

Are you pursuing further studies? Yes No If so, what courses & when? _____



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Employment History

1

Company Address Phone #

Dates Employed: _____ to _____ Name of Supervisor: _____

Your Title and Duties: _____

Reason for Leaving: _____

2

Company Address Phone #

Dates Employed: _____ to _____ Name of Supervisor: _____

Your Title and Duties: _____

Reason for Leaving: _____

3

Company Address Phone #

Dates Employed: _____ to _____ Name of Supervisor: _____

Your Title and Duties: _____

Reason for Leaving: _____

4

Company Address Phone #

Dates Employed: _____ to _____ Name of Supervisor: _____

Your Title and Duties: _____

Reason for Leaving: _____

May we contact the above employers for reference purposes? Yes No

Please identify, by number, any employer you do not wish us to contact. _____



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References

Please list two personal references, excluding relatives and former employees.

1

Name: _____ Phone #: _____

Address: _____

2

Name: _____ Phone #: _____

Address: _____

Volunteer Experience

Use the space below to list your volunteer experience. Please list the organization, dates of service, and type of volunteer work performed.

Interests

Use the space below to describe your interest in United Community Credit Union and the skills, aptitudes, and special training that you feel qualify you for a position with us. You may wish to include participation in civic, professional, and/or community activities.



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PLEASE READ CAREFULLY BEFORE SIGNING.

United Community Credit Union is an Equal Opportunity Employer. United Community Credit Union does not discriminate in employment and no question on the employment application is used for the purpose of limiting or excluding any application's consideration for employment on a basis prohibited by local, state, or federal law.

I understand that by completing this application, United Community Credit Union does not guarantee a job interview or an offer of employment. If employed, I understand that my employment is for no definite period of time and can be terminated at any time and for any reason by either United Community Credit Union or me.

By completing this application, United Community Credit Union has my authorization to thoroughly investigate my work history as well as other job-related information and activities. I have read and agree to the above and hereby certify that the facts I provided in my employment application are true and complete. If I misrepresent or deliberately leave out a fact on my application, I may be disqualified from further consideration or, if employed, I may be dismissed immediately.

This application is current and active for only thirty days. At the conclusion of this time, if I have not had any contact from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

Applicant's Signature

Date Signed

WARNING: Please read carefully.

By completing this application, United Community Credit Union has my authorization to pull credit history and will be used for employment purposes only. In the event that I am denied employment in whole or in part, because of information contained in the credit report, United Community Credit Union will advise me of the adverse action and supply me with the name, address, and phone number of the consumer reporting agency making the report. I acknowledge that a favorable credit history does not increase employment eligibility.

Applicant's Signature

Date Signed

FOR OFFICE USE ONLY

Name

Offer Date

Job Title

Salary

Start Date

Search openings and apply online at myuccu.com | 800.243.8428

Federally insured by NCUA. Equal Housing Lender. Equal Opportunity Employer.