

Name _____ Date _____

Permanent Address _____

Phone Number _____ Social Security Number _____

Job Interest

Position Applied For _____ Salary Desired _____

Indicate Availability to Work: Full Time Part Time

Day of the Week: Monday Tuesday Wednesday Thursday Friday Saturday
Hours Available:

Availability to Start _____ Referral Source _____

Would you be willing to work a split shift if necessary? (Not a prerequisite for this position) _____

Would you be willing to travel between locations? (Not a prerequisite for this position) _____

At anytime will your availability change? _____ If so, when? _____

Do you have any relatives employed by the Illinois State Credit Union? If yes, please list _____ Yes No

Have you ever been employed by us before? If yes, when? _____ Yes No

Have you ever applied for a position with the credit union before? If yes, when and for what position? Yes No

Are you above the minimum working age of 18? Yes No

Are you legally permitted to work in this country? Yes No

Have you ever been convicted of a felony? If yes, please explain _____ Yes No

A positive response is not an automatic bar to employment with the company. The offense for which the person was convicted in relation to the position to which they have applied will be considered.

Education

Type	Name and Location	Course of Study	Graduated		
			Yes	No	Enrolled
High School					
College					
Other					

Professional References

(Please list three professional references below, excluding relatives and former employers)

Name & Address	Employer, Title & Business Telephone	Home Telephone	Relationship/ Years Known

Interests

Use the space below to describe your interests in Illinois State 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.



Employment Application

(please print clearly)

Employment History

(List previous employers beginning with most recent)

Company Name _____
 Address _____ Phone Number _____

 Supervisor _____ Supervisor Title _____
 Position _____ Full Time Part Time Temporary
 Dates Employed Salary
 To: _____ From: _____ Starting: _____ Leaving: _____
 Your Title and Duties

 Reason for Leaving _____ May we contact Yes No

Company Name _____
 Address _____ Phone Number _____

 Supervisor _____ Supervisor Title _____
 Position _____ Full Time Part Time Temporary
 Dates Employed Salary
 To: _____ From: _____ Starting: _____ Leaving: _____
 Your Title and Duties

 Reason for Leaving _____ May we contact Yes No

Company Name _____
 Address _____ Phone Number _____

 Supervisor _____ Supervisor Title _____
 Position _____ Full Time Part Time Temporary
 Dates Employed Salary
 To: _____ From: _____ Starting: _____ Leaving: _____
 Your Title and Duties

 Reason for Leaving _____ May we contact Yes No

**BY SIGNING BELOW YOU ARE ACKNOWLEDGING THAT
YOU HAVE READ AND UNDERSTOOD THE FOLLOWING**

Credit History Release

By completing this application, Illinois State Credit Union has my authorization to conduct a credit report on my credit history and credit standing which 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, Illinois State 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.

Application Reference Release

I hereby authorize Illinois State Credit Union (“the Company”) to contact any company, person or educational institution I listed as a reference on my employment application. I hereby allow any company, person or educational institution I listed as a reference on my employment application to disclose any information they may have regarding my qualifications for employment, including but not limited to employment dates, descriptions of jobs performed, salary and wage rates and personal attributes. I agree to release and discharge Illinois State Credit Union and Illinois StateCredit Union successors, employees, officers and company, claims, liabilities, and causes of action, known or unknown, fixed or contingent, for providing or receiving any information regarding my qualifications for employment. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

At Will Employment Release

I acknowledge and understand that my employment with Illinois State Credit Union (“the Company”) is “at will”. This means that either Illinois State Credit Union or the employee may terminate the employment relationship, with or without notice, for any reason, with or without cause. I understand that at will status can only be changed through a written agreement duly authorized and executed by the President of Illinois State Credit Union. Nothing in the Company handbook or any other Company document or statement will be considered as creating guaranteed or continued employment, termination for cause, or any other guarantee or continued benefits.

I declare that the facts set forth in my application are true and complete. I understand that if I am employed, false information stated in this application shall be sufficient cause for dismissal.

This application is current and active for only sixty 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.

Application Signature: _____ Date: _____