

Application for Employment



<p>PLEASE PRINT ALL INFORMATION REQUESTED</p>	<p>Please mail completed application to: PO Box 5242 , Fresno, CA 93755 Or leave at any branch location Visit our website at www.myeeecu.org</p>	<p>Date of Application: _____</p>
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Name _____
Last First Middle

Present address _____
Street address City State ZIP

Home phone # (_____) _____ Cell phone/Msg # (_____) _____ Email address _____

Position(s)/Location(s) applying for: _____ **Desired salary \$** _____ **Per** _____

Are you able to perform the duties of the position for which you are applying, including regular attendance? Yes No

Referral Source (please check the appropriate category and the name of the source)

Walk in School Job Fair EECU Website Advertisement _____

Employee _____ Other Website _____ Other _____

Do you have any friends or relatives working for EECU? Yes No If yes, please list names and relationship:

Name _____ Relationship _____

Name _____ Relationship _____

Have you been employed here before? Yes No Have you applied here before? Yes No

If yes to either of the above, **list name(s) used, date(s), and position(s)** _____

Have you ever been bonded? Yes No

Are you legally authorized to work in the United States? Yes No Proof of eligibility will be required, if hired.

May we contact you at work? Yes No If yes, work number and best time to call: (_____) _____ am pm

<p>Employment desired: <input type="checkbox"/> FULL-TIME (40 hrs)</p> <p><input type="checkbox"/> PART-TIME (30 hrs)</p> <p><input type="checkbox"/> PART-TIME (20 hrs)</p> <p>When are you available to start work? _____</p>	<p>Days/hours available to work:</p> <p>No Preference _____ Thurs _____</p> <p>Mon _____ Fri _____</p> <p>Tues _____ Sat _____</p> <p>Wed _____</p>
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California applicants: Do not answer "Yes" to the first two questions below if the only reason for doing so is either:

(a) a conviction under: Health & Safety Code sections 11357(b) or (c), 11360(b) (formerly section 11360(c)), 11364, 11365, or 11550, or their statutory predecessors, which related to marijuana convictions that occurred two or more years ago; or

(b) if the conviction or plea resulted in participation in a pre-trial or post-trial diversion program.

Note: A "Yes" answer will not necessarily disqualify you from employment. **Please explain any "Yes" answer so that individual circumstances can be considered. Please include dates and use additional paper if necessary.**

Have you ever been convicted of a felony? Yes No _____

Have you ever been convicted of a crime? Yes No _____

Are you currently awaiting trial for any criminal offense? Yes No _____

Have you ever initiated an act of violence in the workplace? Yes No _____

Employment History (continued)

Explain any gaps in your employment history. (Do not provide information about any physical or mental disabilities or other medical information) :

Have you ever been terminated or asked to resign from a job? Yes No

If yes, please explain _____

Educational Background

Starting with the most recent school attended, complete the following information:

School	City & State	Did you graduate?	Years completed	Major & Degree

Job Skills

Indicate any foreign languages you can speak, read and/or write along with your level of ability:

		Fluent	Good	Fair	None
Language _____	Speak:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Read:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Write:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language _____	Speak:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Read:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Write:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much experience do you have with the following:

Customer Service:	<input type="checkbox"/> None	<input type="checkbox"/> < 1 year	<input type="checkbox"/> 1 - 3 years	<input type="checkbox"/> 3 - 6 years	<input type="checkbox"/> >6 years
Cash handling:	<input type="checkbox"/> None	<input type="checkbox"/> < 1 year	<input type="checkbox"/> 1 - 3 years	<input type="checkbox"/> 3 - 6 years	<input type="checkbox"/> >6 years
Balancing a cash drawer:	<input type="checkbox"/> None	<input type="checkbox"/> < 1 year	<input type="checkbox"/> 1 - 3 years	<input type="checkbox"/> 3 - 6 years	<input type="checkbox"/> >6 years
Bank/credit union teller:	<input type="checkbox"/> None	<input type="checkbox"/> < 1 year	<input type="checkbox"/> 1 - 3 years	<input type="checkbox"/> 3 - 6 years	<input type="checkbox"/> >6 years
Call Center:	<input type="checkbox"/> None	<input type="checkbox"/> < 1 year	<input type="checkbox"/> 1 - 3 years	<input type="checkbox"/> 3 - 6 years	<input type="checkbox"/> > 6 years

Computer Skill Levels: **None Minimal Intern. Advanced**

Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Skills:

Ten-key: kpm _____ Typing: wpm _____ Other _____

References

Please list two persons not related to you who have knowledge of your work performance:

Name	Name
Relationship to you	Relationship to you
Position	Position
Company	Company
Years known	Years known
Telephone (_____) _____ Cell Phone (_____) _____	Telephone (_____) _____ Cell Phone (_____) _____

Employment History

Please answer **all** questions regarding your present and past employment for the last seven years, starting with your most recent employer. Use additional paper if necessary. **Do not write "SEE RESUME."**

Employer	Phone #	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Dates employed ____/____ to ____/____
Street address	City	Zip	Compensation
Starting job title/Ending job title	Starting Pay: \$ _____ Per _____		
Immediate supervisor (most recent)	Title		Commission/Bonus/Other: \$ _____ Per _____
Reason for leaving (be specific)	Ending Pay: \$ _____ Per _____		
What did you like least about your position?	Commission/Bonus/Other: \$ _____ Per _____		

Summarize work performance and job responsibilities

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Summarize work performance and job responsibilities

Related Information

Please list all job-related organizations (professional, trade, etc.) to which you belong. **You may exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, sexual orientation, veteran/reserve national guard or any other similarly protected status or personal information.**

Organization	Offices Held

If driving is a required function of the job for which you are applying, please provide driver's license number: _____ State _____

Restrictions or Suspensions (respond fully if driving is required): _____

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Applicant Statement

Employment with Educational Employees Credit Union (EECU) is subject to compliance with its Code of Business Conduct at all times. Maintaining confidentiality is of the utmost importance and the mishandling or divulging of any such confidential information may result in legal action as well as loss of employment.

Individuals considered for employment directly with Educational Employees Credit Union must meet pre-hire qualifications including security, bond, drug screening, background checks and any other testing to the extent permitted by applicable laws.

The employment relationship at EECU is at-will. Under the at-will relationship, either the employee or the Credit Union is free to terminate the employment at anytime, with or without notice and with or without cause. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of EECU is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the President/CEO.

I certify that all information I have provided in order to apply for and secure work with EECU is true, complete and correct. I understand that any offer of employment I receive may be contingent upon passing a job-related physical examination, drug/alcohol test, and/or satisfactory completion of a background examination.

I expressly authorize, without reservation, EECU, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding EECU, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I agree that, if I am offered employment, I will be required to conform to the rules and regulations of EECU.

I understand that EECU does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that I will be required to possess a current and valid California driver's license if my job requires me to drive in the course of my work.

Use of Alternative Dispute Resolution Agreement

I agree that I will settle any and all previously unasserted claims, disputes, or controversies arising out of or relating to my employment, application or candidacy for employment, and/or cessation of employment with Educational Employees Credit Union, exclusively by final and binding arbitration before a neutral Arbitrator (pursuant to Educational Employees Credit Union's Alternative Dispute Resolution Policy). By way of example only, such claims include claims under federal, state, and local statutory law, such as the Fair Employment and Housing Act, Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, as amended, including the amendments of the Civil Rights Act of 1991, the Americans with Disabilities Act, the law of contract and the law of tort.

I understand that this application remains current for 60 days. At the conclusion of that time, if I have not heard from EECU and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I understand that any information provided by me on this application, or on any supporting documents, that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of applicant _____ **Date:** _____

AN EQUAL OPPORTUNITY EMPLOYER