

Westerly Community Credit Union

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Please complete all portions of this employment application to be considered for employment. If you require accommodation during the employment process, including assistance in the completion of this employment application, please let us know. We are an equal opportunity employer. It is our policy to grant equal employment opportunity (EEO) to all qualified persons without regard to race, ancestry, color, sex, religion, age, national origin, physical or mental disability, or veteran's status, gender identity or expression, National Guard or Reserve Unit obligations, arrest and court record. The Credit Union provides equal employment opportunity to any individual with a status or condition protected by applicable state or federal law except where a bona fide occupation qualification applies. This employment application is valid for a three month period after submission to the credit union and only for the desired position. Consideration for employment after the three-month period requires completion and submission of a new application.

PERSONAL INFORMATION

Name (Last Name First): _____

Have you ever used any other names? Yes No (for background and criminal conviction checks)

If yes, please explain: _____

Present Physical Address: _____

Apt. No: _____ City: _____ State: _____ Zip: _____

Present Mailing Address (if different than above): _____

Apt. No: _____ City: _____ State: _____ Zip: _____

(Please check the box next to the best way to contact you)

Phone (Home): _____ (Work): _____

(Cell): _____ (Email): _____

Social Security Number: _____ - _____ - _____ (for bondability and criminal checks)

Can you upon employment, submit verification of your legal right to work in the United States and proof of age?

Yes No (Note: If offered employment you will be required to submit documentation required by the IRCA)

DESIRED EMPLOYMENT

Position applying for: _____ Full-time Part-time

Date you can start: _____ Pay expected: \$ _____

Have you applied for work with us before? Yes No

Where? _____ When? _____

Have you worked for us before? Yes No

Where? _____ When? _____

Who referred you to us? Relative Employment Agency Newspaper Ad Friend Walk In
 State Employment Office College Placement Service Other WCCU Employee: _____

Apart from religious services, will you be able to work all other times? Yes No

***Note:** If hired, you will be required to perform work as required by the credit union.

EDUCATION BACKGROUND

Name of High School: _____ City/State: _____ No. of years completed: _____

Major: _____ Did you Graduate? Yes No Diploma GED

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Name of Technical School: _____ City/State: _____ No. of years completed: _____

Major: _____ Did you Graduate? Yes No Degree or Certificate: _____

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Name of College: _____ City/State: _____ No. of years completed: _____

Major: _____ Did you Graduate? Yes No Degree or Certificate: _____

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Name of College: _____ City/State: _____ No. of years completed: _____

Major: _____ Did you Graduate? Yes No Degree or Certificate: _____

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Name of Graduate School: _____ City/State: _____ No. of years completed: _____

Major: _____ Did you Graduate? Yes No Degree or Certificate: _____

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Other: _____ City/State: _____ No. of years completed: _____

Major: _____ Did you Graduate? Yes No Degree or Certificate: _____

EMPLOYMENT

Starting with your present or last job, provide complete employment history for the last 10 years. You must answer all questions and this employment history must be completed even if you submit a resume.

Name of Employer: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Beginning Date of Employment: _____ Ending Date of Employment: _____

Beginning Wage/Salary: \$ _____ Ending Wage/Salary: \$ _____ Supervisor's Name: _____

Position Title and Duties: _____

Reason for leaving: _____ May we contact this employer? Yes No, explain _____

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Name of Employer: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Beginning Date of Employment: _____ Ending Date of Employment: _____

Beginning Wage/Salary: \$ _____ Ending Wage/Salary: \$ _____ Supervisor's Name: _____

Position Title and Duties: _____

Reason for leaving: _____ May we contact this employer? Yes No, explain _____

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CERTIFICATION

PLEASE READ CAREFULLY BEFORE SIGNING

1. I certify that the information in this application is true, correct, and complete. I understand that any false or misleading statements or omissions made in this application or interview(s) are grounds for disqualification from further consideration or for dismissal from employment, regardless of when and how discovered.
2. I understand that MY EMPLOYMENT IS AT-WILL AND CAN BE TERMINATED AT ANY TIME AND FOR ANY REASON WITH OR WITHOUT ADVANCE NOTICE.
3. I understand and agree that only the President/CEO of Westerly Community Credit Union (here-in-after referred to as "WCCU") has any authority to enter into any agreement to employ me for any specified period of time or to modify terms and conditions of my employment. I agree that such an agreement must be in writing and signed by the President/CEO, and I will not rely upon any other representations regardless of the source.
4. I understand and agree that "WCCU" may make a full and complete investigation of my personal, financial or employment history, and authorize any former employer, person, firm, corporation, school, government agency, or other entity to provide "WCCU" with any information (including fact or opinion) they may have regarding me. In consideration of "WCCU" review of this application, I release "WCCU" and all providers of any information from any liability which may arise as a result of furnishing and receiving this information. I understand and agree any employment offer or continued employment shall be conditioned on the receipt of satisfactory references as determined by "WCCU". If employed by "WCCU", I further authorize "WCCU" to provide truthful information (including fact or opinion) regarding my employment to any potential or future employer and release and waive any claims against "WCCU" for truthfully communicating any such information to a potential or future employer.
5. I understand and authorize "WCCU" to obtain a consumer credit report as part of the pre-employment background investigation. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for "WCCU" to obtain consumer credit reports at any time during my employment period.
6. I understand, agree and voluntarily consent to be tested for evidence of the presence of alcohol and/or drugs in my body through the analysis of my urine, breath (if permitted by law) or blood in the manner specified in the Employee Substance Abuse Policy. I further consent to the release of the results of the substance abuse tests by the medical laboratory facility to the Medical Review Officer designated by Westerly Community Credit Union (the "Credit Union"). I further consent to the release of verified positive test results for substance abuse by the Medical Review Officer for the Credit Union. I also understand that only those job applicants who have been selected to fill job openings will be subject to substance abuse testing. If a substance abuse test is required, a negative substance abuse test result will be a condition of actual hire. I further understand, agree and voluntarily consent to submit to random substance abuse testing that may be required during the term of my employment.
7. I understand and agree that "WCCU" may inquire into and consider any criminal conviction record that I may have, which bears a rational relationship to the duties and responsibilities of the position for which I am applying, in accordance with state and federal laws. In that regard, I understand that "WCCU" cannot hire or retain in employment a person who has been convicted of any criminal offense involving dishonesty or breach of trust.
8. I understand and agree that if offered employment by "WCCU", I may be required to disclose military service information in accordance with law, and that any such employment offer shall be dependent upon the receipt of a satisfactory military record as determined by "WCCU."
9. If hired, I agree not to disclose or use confidential information belonging to prior employers and that I will inform "WCCU" of any agreements that would limit my ability to work for "WCCU."
10. I understand and agree that all of the foregoing terms and conditions will become part of my employment relationship with "WCCU", if I am employed by "WCCU."

Signature: _____ Date: _____