



Application for Employment

My Community Credit Union (MCCU) is an equal opportunity employer. MCCU does not discriminate based on any protected class, including race, color, religion, sex, national origin, genetics, citizenship, age, disability, marital status, or veteran status. Equal access to the hiring process, services, and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should contact a representative of the Human Resources Department.

Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** Verification of eligibility to work in the U.S. will be required if an employment offer is made.

Applicant Information

Name _____
Last First Middle

Address _____
Street Apt. #

_____ *City State Zip Code*

Home Phone _____ Cell Phone _____

Email Address _____

Position(s) applied for _____

Have you filed an application here before? Yes No If yes, give date: _____

Have you been employed here before? Yes No If yes, give date: _____

Are any of your relatives presently employed with MCCU or serve on the MCCU board of directors?

Yes No If yes, please provide names of relatives, their positions, and departments.

Are you employed now? Yes No On what date would you be available for work? _____

Compensation Requirements: _____

Are you available to work? Full time Part time Temporary

Work Hours

Standard MCCU hours of operation are Monday-Thursday 9:00 am to 5:00 pm, Friday 9:00 am to 6:00 pm, and potentially Saturday from 9:00 am to 1:00 pm.

Teller Positions - MCCU hours of operation are Monday-Thursday 7:30 am to 5:30 pm, Friday 7:30 am to 6:00 pm, and Saturday from 9:00 am to 1:00 pm.

Are you available to work all hours for the position for which you are applying? Yes No

If No, what restrictions? _____

Applicant Information (continued)

Are you fluent in any foreign language (if job related)? List: _____

Are you over the age of 18? Yes No

Have you ever had any bond coverage modified, revoked, or declined? Yes No

Have you been convicted of or plead guilty or no contest to a felony or misdemeanor other than minor traffic violations such as speeding?

Yes No

If yes, please complete the following (*a conviction record will not necessarily be a bar to employment*).

Conviction: _____ Location _____ Date _____

Please explain: _____

How did you hear about employment opportunities at MCCU? If a referral, please name the source.

Education (if not applicable, enter N/A)

High School Name _____ Did you graduate? Yes

City and State _____ No

College/University Name _____

City and State _____

Degree _____

Graduate School College/University Name _____

City and State _____

Degree _____

Professional Certifications or Designations (please provide details) _____

Employment Experience *List all of your work experience including military and voluntary service assignments. **Start with your present or last job.** Attach an additional sheet if necessary.*

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary: Starting _____ Final _____

Reason for Leaving/Seeking Other Employment: _____

Work Performed: _____

May We Contact This Employer? Yes No If no, why not? _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary: Starting _____ Final _____

Reason for Leaving: _____

Work Performed: _____

May We Contact This Employer? Yes No If no, why not? _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary: Starting _____ Final _____

Reason for Leaving: _____

Work Performed: _____

May We Contact This Employer? Yes No If no, why not? _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From _____ To _____

Salary: Starting _____ Final _____

Reason for Leaving: _____

Work Performed: _____

May We Contact This Employer? Yes No If no, why not? _____

Skills/Training

Please summarize your job-related skills or specialized training: _____

List job related professional, trade, business, or civic associations and any offices held. (Exclude memberships that would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)

List job-related special accomplishments, publications, awards. (Exclude information that would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)

List any additional information you would like us to consider.

References

Give the name and telephone number of three (3) business/work references who are not related to you. List at least one of your previous supervisors.

Name	Company	Job Title	Work Phone	Other Phone

Acknowledgements

Please Read Each Statement Carefully Before Signing

Accuracy of Information. I certify that the information in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews is grounds for disqualification from further consideration for employment, or for termination if employed.

Information Release. I authorize MCCU to contact any company, institution, or individual it deems appropriate to investigate my employment history, character, qualifications, driving record, and other job-related information. I give my full consent for all contacted persons, including former employers, to provide the information concerning this application. Further, I waive my right to bring a claim against these individuals for any damages arising from furnishing the requested information to MCCU. I also release MCCU from all liability that might result from checking such references.

Drug Testing. A post-offer drug and/or physical examination may be required. I understand that, as allowed by the Americans with Disabilities Act, any offer of employment may be withdrawn if I test positive for drugs and/or if a condition is discovered which does not permit me to perform the essential functions of the job and for which no reasonable accommodation can be made.

Application Status. I understand that this application is current for only 30 days. At the conclusion of this time, if I have not heard from MCCU and still wish to be considered for employment, it will be necessary to fill out a new application.

At-Will Employment. I understand that if I am hired, my employment at MCCU is "at-will" and may be terminated by me or by MCCU at any time for any reason, with or without cause or notice. I understand that no employment offer is being made by MCCU at this time. I also understand that nothing in this application is intended to imply or create an employment contract and that no MCCU representative has the authority to make any assurance to the contrary.

I have read, understand, and by my signature consent to these statements.

Signature

Date

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