

MEMBERS 1st **COMMUNITY CREDIT UNION**

EMPLOYMENT APPLICATION

Thank you for your interest in employment with Members 1st Community Credit Union. We are an equal opportunity employer and give employment and promotional consideration without regard to race, color, sex, religion, age, national origin, marital or veteran status, disability, sexual orientation, gender identity, or any other protected class as defined by local, state, or federal law. We seek applicants for employment who are qualified, dedicated, hardworking, and who seek fulfilling employment. In return Members 1st Community Credit Union offers competitive income, benefits and an excellent working environment.

If you are selected for employment with Members 1st Community Credit Union you will also be hired simultaneously by Oasis, a Paychex Company, as your co-employer. Members 1st Community Credit Union is your employer for the purposes of managing the day-to-day operations of the company and the employees; this includes responsibility for: the worksites, scheduling of work, safety, and the direction of the individual employees in their positions. Oasis is the co-employer for managing the administrative portion of employment, such as benefits, payroll, and workers' compensation insurance.

Applicants seeking reasonable accommodation with the application and/or interview process should contact Janet Borer.

Applicants may be subject to a background check and drug testing. Employment is conditional based upon the results of the background and drug screenings.

Applications are active for 30 days, but remain on file for one year.

PERSONAL INFORMATION

Date of Application _____

Name
 Last _____ First _____ Middle _____

Address
 Street _____ City _____ State _____ Zip _____

Phone Number Cellular _____ Email Address _____

Are you 18 years or older? Yes No

Upon employment, can you provide genuine documentation establishing your identity and employment eligibility? Yes No

EMPLOYMENT DESIRED

Full Time Part Time Temporary Weekdays Weekends
 Mornings Afternoons Evenings Nights

Position _____ Date You Can Start _____ Salary Desired _____

Ever Applied To MEMBERS 1ST Community Credit Union Before? Where? _____ When? _____

Referred By _____

EDUCATION Did you graduate from High School or receive an equivalent degree? Yes No

Other Formal Education	NAME OF SCHOOL, CITY AND STATE	DATES ATTENDED	DEGREE OBTAINED
HIGHEST LEVEL			
SECOND HIGHEST LEVEL			
THIRD HIGHEST LEVEL			

GENERAL

List any special course, seminars, and/or training that relate to the position for which you are applying.

List any professional, trade, or civic organizations that relate to the position for which you are applying.

[Omit any organization which reflects your race, color, sex, religion, age, national origin, marital or veteran status, disability, sexual orientation, gender identity, or any other protected class as defined by local, state, or federal law.]

FORMER EMPLOYERS: List Last Three Employers, Starting With Most Recent First.

****Indicates Required Information. These Sections Must Be Completed; "See Attached Resume" Is Not Acceptable.**

1. **Dates of Employment: **Name of Employer: **Last Position Held:

From _____ To _____

Employer Address: _____ Phone Number: _____

Starting Wages: _____ Ending Wages: _____ Supervisors Name: _____

Reason for Leaving: _____

List jobs held, duties performed, skills used or learned, and advancements or promotions while you worked at this company. Also list what you liked most and least about this job.

2. **Dates of Employment: **Name of Employer: **Last Position Held:

From _____ To _____

Employer Address: _____ Phone Number: _____

Starting Wages: _____ Ending Wages: _____ Supervisors Name: _____

Reason for Leaving: _____

List jobs held, duties performed, skills used or learned, and advancements or promotions while you worked at this company. Also list what you liked most and least about this job.

3. Dates of Employment: Name of Employer: Last Position Held:

From _____ To _____

Employer Address: _____ Phone Number: _____

Starting Wages: _____ Ending Wages: _____ Supervisors Name: _____

Reason for Leaving: _____

List jobs held, duties performed, skills used or learned, and advancements or promotions while you worked at this company. Also list what you liked most and least about this job.

PROFESSIONAL REFERENCES: Give The Names Of Three Non-Relative Professional References, Whom You Have Known For At Least 1 Year.

Name	Phone	Business / Relationship	Years Acquainted
1.			
2.			
3.			

ADDITIONAL INFORMATION

List any additional information you feel may be helpful to us in considering your application:

I certify that the above information is true and correct and give authorization for investigation of all statements and information contained in this application, my resume, and other documents or verbally obtained during an employment interview. I voluntarily consent to allow Members 1st Community Credit Union or designated representatives of Oasis, a Paychex Company or any of its representatives or agents to check my references by contacting any persons, company or governmental entity they deem to be an appropriate reference. I understand these questions may pertain to my personal or educational background, work experience, character and behavior. I understand my employment is subject to satisfactory verification of this information and agree that deliberate falsification of this document or significant omissions shall be grounds for employment consideration disqualification or dismissal from employment, if discovered at a later date.

I understand that completion of this Application for Employment does not imply or guarantee employment by Members 1st Community Credit Union. All employment by Members 1st Community Credit Union is at-will and as such the relationship may be terminated by either Members 1st Community Credit Union or myself, at any time, with or without notice and with or without cause. I understand that company policies, procedures, practices or statements made during an interview or employment do not create an employment contract by implication or otherwise.

This application will be active for thirty days. If not contacted during that period of time, it may be necessary to complete another application to receive further employment consideration

Applicant's Signature

Date
