

Application For Employment



South Bay Credit Union is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, gender, gender expression, gender identity, sexual orientation, age, religion, national origin, mental disability, physical disability, medical condition, genetic information, marital status, military and veteran status, or any other basis protected by law.

(PLEASE PRINT)

| | | |
|-------------------------------|----------|---------------------------|
| Position(s) Applied For _____ | | Date of Application _____ |
| How Did You Learn About us? | | |
| Advertisement | Relative | Inquiry |
| Employment Agency | Friend | Other _____ |

| | | |
|--|------------|---------------------|
| Last Name | First Name | Middle Name |
| Address | Number | Street |
| | | City |
| | | State |
| | | Zip Code |
| Telephone Number(s) _____ | | Email Address _____ |
| List other names which you may be known to your past employer: _____ | | |

Best time to contact you is..... :_____ YES NO

If you are under 18 years of age, can you provide required proof of your eligibility to work?.....

Have you filed an application with us before?.....
If Yes, give date _____

Have you ever been employed with us before?.....
If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here?.....

Are you currently employed?.....

If offered employment, can you provide proof of eligibility to work in the United States?.....

Date Available to work ____/____/____ What is your desired salary range? _____

Are you available to work: Full-Time
Part-Time (please indicate Morning Afternoon)
Temporary (please indicate dates available ____/____/____ - ____/____/____)

Are you currently on "lay-off" status and subject to recall?.....

Can you travel if a job requires it?.....

| Education | Name of school and city and state | Course | Years Completed | Degree |
|-----------------------|-----------------------------------|--------|-----------------|--------|
| High School | _____ | _____ | _____ | _____ |
| Undergraduate College | _____ | _____ | _____ | _____ |
| Graduate | _____ | _____ | _____ | _____ |
| Bus/Trade/Technical | _____ | _____ | _____ | _____ |

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Employment Experience

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status. List all employers during the last 10 years.

| | | |
|--------------------------|----------------|-----------------|
| 1. Employer | Contact Number | May we contact? |
| _____ | _____ | __ YES __ NO |
| List of Responsibilities | | |
| _____ | | |
| Position(s) Held | | |
| _____ | | |
| Reason for Leaving | | |
| _____ | | |
| 2. Employer | Contact Number | May we contact? |
| _____ | _____ | __ YES __ NO |
| List of Responsibilities | | |
| _____ | | |
| Position(s) Held | | |
| _____ | | |
| Reason for Leaving | | |
| _____ | | |
| 3. Employer | Contact Number | May we contact? |
| _____ | _____ | __ YES __ NO |
| List of Responsibilities | | |
| _____ | | |
| Position(s) Held | | |
| _____ | | |
| Reason for Leaving | | |
| _____ | | |
| 4. Employer | Contact Number | May we contact? |
| _____ | _____ | __ YES __ NO |
| List of Responsibilities | | |
| _____ | | |
| Position(s) Held | | |
| _____ | | |
| Reason for Leaving | | |
| _____ | | |

Explain any gap in employment for more than 30 days _____

Have you ever been discharged or asked to resign from a position? YES NO

If yes, please explain _____

Have you ever had a bond refused or modified? YES NO

If yes, Please explain _____

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

State any additional languages you are fluent in _____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in this job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given..... YES NO

Professional References

| | | |
|----------|----------------|--------------|
| 1. _____ | _____ | _____ |
| Name | Contact Number | Relationship |
| 2. _____ | _____ | _____ |
| Name | Contact Number | Relationship |
| 3. _____ | _____ | _____ |
| Name | Contact Number | Relationship |

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. **INITIAL** _____

I hereby authorize South Bay Credit Union to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release South Bay Credit Union, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. **INITIAL** _____

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and South Bay Credit Union. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or South Bay Credit Union, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the CEO/ President. **INITIAL** _____

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. **INITIAL** _____

SBU will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws. **INITIAL** _____

X _____ Date _____

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