

# 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?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> 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?.....	<input type="checkbox"/>	<input type="checkbox"/>
Have you filed an application with us before?.....	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, give date _____		
Have you ever been employed with us before?.....	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, give date _____		
Do any of your friends or relatives, other than spouse, work here?.....	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed?.....	<input type="checkbox"/>	<input type="checkbox"/>
If offered employment, can you provide proof of eligibility to work in the United States?.....	<input type="checkbox"/>	<input type="checkbox"/>
Date Available to work _____ / _____ / _____		
What is your desired salary range? _____		
Are you available to work:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Full-Time		
<input type="checkbox"/> Part-Time (please indicate <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon )		
Temporary (please indicate dates available ____/____/----- ____/____/____)		
Are you currently on "lay-off" status and subject to recall?.....	<input type="checkbox"/>	<input type="checkbox"/>
Can you travel if a job requires it?.....	<input type="checkbox"/>	<input type="checkbox"/>

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.**

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**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? <input type="checkbox"/> YES <input type="checkbox"/> NO
<hr/>		
List of Responsibilities		
<hr/>		
Position(s) Held		
<hr/>		
Reason for Leaving		
<hr/>		
2. Employer	Contact Number	May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
<hr/>		
List of Responsibilities		
<hr/>		
Position(s) Held		
<hr/>		
Reason for Leaving		
<hr/>		
3. Employer	Contact Number	May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
<hr/>		
List of Responsibilities		
<hr/>		
Position(s) Held		
<hr/>		
Reason for Leaving		
<hr/>		
4. Employer	Contact Number	May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO
<hr/>		
List of Responsibilities		
<hr/>		
Position(s) Held		
<hr/>		
Reason for Leaving		
<hr/>		

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 \_\_\_\_\_