



## EMPLOYMENT APPLICATION

WESTconsin Credit Union is an equal employment opportunity employer basing our employment decisions on qualifications, abilities, experience, and other employment standards. Our employment decisions will not be influenced by an applicant's race, color, religion, gender, sexual orientation, national origin, age, mental or physical handicap unrelated to ability to do a job, or any other characteristic protected by law. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be employed. Please contact the Human Resources department if you need an accommodation to participate in the application process.

<b>POSITION(S) APPLIED FOR:</b> _____			
Type of work desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary _____			
Location(s) of interest: <input type="checkbox"/> Menomonie – East <input type="checkbox"/> Menomonie – Main <input type="checkbox"/> Menomonie – North <input type="checkbox"/> Amery <input type="checkbox"/> Baldwin <input type="checkbox"/> Barron <input type="checkbox"/> Hudson <input type="checkbox"/> New Richmond <input type="checkbox"/> Prescott <input type="checkbox"/> River Falls <input type="checkbox"/> Spring Valley			
Date available to start work: _____			
Have you been referred for a position with WCU?: <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, who referred you? _____			
If no, how did you hear about us? _____			
<b>PERSONAL DATA</b>			
Name _____		Social Security Number _____	
Address _____			
<small>Street Address</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Daytime phone: _____	Evening phone: _____	Email address: _____	
(____) _____	(____) _____	_____	
<small>Area Code</small>	<small>Area Code</small>		
<b>GENERAL INFORMATION</b>			
1. Have you ever applied for a job with the Credit Union in the past? If yes, please give date of application, the positions you applied for, and your name at that time if different from present name.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Have you ever been employed by the Credit Union in the past? If yes, please give dates of employment, positions held, and your name while employed if different from present name.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying? If no, please explain:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Are you currently attending or enrolled for school? If yes, please list or attach class schedule:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Do you have any commitments to another employer that might affect your employment with the Credit Union? If yes, please explain:		<input type="checkbox"/> Yes	<input type="checkbox"/> No

6. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a work permit? If no, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. If hired, can you furnish proof that you are eligible to work in the United States? If no, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have you been convicted of a felony or released from prison in the past ten years? Note: A yes answer will not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered. If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are you charged with an unresolved criminal charge (a crime that has not yet resulted in a plea of guilty, court trial, or dropping of the charge)? Note: A yes answer will not automatically disqualify you from employment. If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>ANSWER #10 IF A JOB DESCRIPTION IS ATTACHED.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you able to perform the tasks listed on the attached job description with or without an accommodation? If no, how would you perform the tasks and with what accommodation(s)?	

**EDUCATIONAL DATA**

SCHOOLS ATTENDED	SCHOOL NAME AND LOCATION	DID YOU GRADUATE?	DEGREE, DIPLOMA OR CERTIFICATE?	MAJOR COURSE OF STUDY
HIGH SCHOOL		<input type="checkbox"/> Yes <input type="checkbox"/> No		
TECHNICAL, VOCATIONAL, BUSINESS, OR MILITARY TRAINING		<input type="checkbox"/> Yes <input type="checkbox"/> No		
COLLEGE OR UNIVERSITY		<input type="checkbox"/> Yes <input type="checkbox"/> No		
GRADUATE SCHOOL		<input type="checkbox"/> Yes <input type="checkbox"/> No		
PROFESSIONAL SEMINARS		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Additional JOB-RELATED seminars, short courses, workshops, or other educational experiences – please list approximate dates of sessions also:

JOB-RELATED certificates, licenses, equipment qualified to operate, computer hardware and software operated, and other JOB-RELATED special skills and abilities:

**EMPLOYMENT HISTORY**

PRESENT & FORMER EMPLOYERS – List present or most recent employer first. Attach an additional sheet if necessary.

Company Name	Dates of Employment From To
Address	Supervisor (and phone number, if known)
City, State, Zip	Your name while employed if different from present name
Job Title & Duties	Reason for Leaving
Final Wage: \$ _____ per ____	May We Contact? Yes ___ No ___

Company Name	Dates of Employment From To
Address	Supervisor (and phone number, if known)
City, State, Zip	Your name while employed if different from present name
Job Title & Duties	Reason for Leaving
Final Wage: \$ _____ per ____	May We Contact? Yes ___ No ___

Company Name	Dates of Employment From To
Address	Supervisor (and phone number, if known)
City, State, Zip	Your name while employed if different from present name
Job Title & Duties	Reason for Leaving
Final Wage: \$ _____ per ____	May We Contact? Yes ___ No ___

Please account for any time you were not employed after leaving school in the past ten years. You do not need to list any unemployment periods of one month or less.	
<u>TIME PERIOD(S)</u>	<u>REASON(S) FOR UNEMPLOYMENT</u>
If you were unable to list all past jobs or periods of unemployment on this form, please attach an additional sheet.	

**REFERENCES - LIST THREE INDIVIDUALS WHO ARE NOT FORMER EMPLOYERS OR RELATIVES**

NAME	ADDRESS	CITY, STATE, ZIP	PHONE	OCCUPATION

**OTHER JOB-RELATED EXPERIENCE** - Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a manager may gain experience while working on civic projects, or in school organizations, or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the position(s) for which you have applied, and have not been listed previously in this application. (You may omit any items that tend to identify your race, color, religion, gender, sexual orientation, national origin, age, or any other personal information that you prefer not to disclose.)

Please add any additional information (except that which identifies your race, color, religion, gender, sexual orientation, national origin, age, or any other non-job-related personal information) that you think may be relevant to a decision to hire you.

**IMPORTANT - PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING!**

Initials

\_\_\_\_\_ By my signature and initials, I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date. In addition, I agree to immediately notify the Credit Union if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

\_\_\_\_\_ I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form (and accompanying resume, if any) to provide the Credit Union with relevant information and opinion that may be useful to the company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_ I understand that the Credit Union may obtain a report from the Credit Bureau for employment purposes.

\_\_\_\_\_ I understand that, if hired, I may not hold other employment nor engage in sales, investments, or other activities that create a conflict of interest with the Credit Union.

\_\_\_\_\_ I understand that if my employment is terminated by the Credit Union for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted.

\_\_\_\_\_ I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages, BE TERMINATED AT ANY TIME. I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_