



400 4th Avenue N.E.
 P.O. Box 657
 Austin, MN 55912
 (507) 433-1829

Application for Employment

for Accentra Credit Union

(An Equal Opportunity Employer)

The Accentra Credit Union does not discriminate in hiring or employment on the basis of race, color, creed, religion, sex, national origin, age, marital status, Vietnam era and disabled veteran, disability, public assistance, or any other legally protected status. No question on this application is intended to secure information to be used for such discrimination.

(PLEASE PRINT)

PERSONAL INFORMATION

Date: _____

Name: _____ Social Security No.: _____
Last First Middle

Present Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Telephone (Home): _____ Telephone (Business): _____

Position applying for? _____

Check: _____ Full-time _____ Part-time (If part-time, please provide hours available.): _____

Date Available: _____ Wage/Salary Expected: _____ Are you presently employed? Yes No

Are you at least age 18? Yes No Are you willing to travel if job requires it? Yes No
(Proof of age and work permits may be required prior to hiring.)

Do you have the legal right to work and be employed in the United States? Yes No
(Proof of identity and legal authority to work in the U.S. is a condition of employment)

Have you been convicted of a felony in the last 7 years? Yes No
 If yes, please explain: *(Such convictions will not absolutely bar employment, but will only be considered in relation to specific job requirements for the job you have applied for.)*

Have you ever been bonded? Yes No

Please indicate any name you have used while attending school or while employed in previous jobs that is different from the name used elsewhere in this application. *(This information will be used for employment and education verification.):* _____

EDUCATION BACKGROUND

Circle the highest grade completed: 8 9 10 11 12 GED College: 1 2 3 4 Graduate School: 1 2 3 4

Types of School	Name and Address of School	Major	No. of Years Completed	Did you Graduate?	Degree or Certificate
High School					
College					
College					
Graduate School					
Technical School					
Other					

List any correspondence courses, special courses, seminars, workshops, training, etc., you have completed or attended that you feel may relate to the position you are applying for:

SKILLS

Complete this section if the position for which you are applying requires office/clerical skills of machine operation competency. INDICATE ANY SKILLS YOU HAVE ACQUIRED THROUGH TRAINING AND/OR EXPERIENCE. STATE YOUR CURRENT LEVEL OF COMPETENCY.

- | | | |
|--------------------------------------------------------|-------------|------------------------------------------------------------------|
| <input type="checkbox"/> TYPING | Speed _____ | <input type="checkbox"/> PROOF MACHINE OPERATION |
| <input type="checkbox"/> KEYPUNCH | Speed _____ | <input type="checkbox"/> DATA ENTRY TERMINAL OPERATION |
| <input type="checkbox"/> SHORTHAND | Speed _____ | <input type="checkbox"/> COMPUTER PERIPHERAL EQUIPMENT OPERATION |
| <input type="checkbox"/> DICTAPHONE TRANSCRIPTION | | Specify Type(s): _____ |
| <input type="checkbox"/> ADDING MACHINE OPERATION | | <input type="checkbox"/> COMPUTER OPERATION |
| <input type="checkbox"/> CALCULATOR | | Specify Type(s): _____ |
| <input type="checkbox"/> OTHER SKILLS (Specify): _____ | | |

PROFESSIONAL ACTIVITIES

List any professional or technical organization you are affiliated with that you feel may be relevant to the qualifications for the position. (You may omit those that indicate race, color, religion, national origin, ancestry, sex, age, the existence of a disability or sexual orientation.):

SPECIAL STATEMENT OF INTEREST

Please provide a brief statement of why you are interested in and feel you are qualified for the position for which you are applying:

REFERENCES

Provide the following information for those persons, other than former employers and relatives, which we may contact for character references.

NAME	ADDRESS	TELEPHONE NO.

EMPLOYMENT

Starting with your present or last job, provide complete employment history for the **last 10 years**. Dates of employment for jobs held more than 5 years ago need not be provided. In addition, this employment history must be provided even if you submit/attach a resume.

NAME OF EMPLOYER		PHONE NUMBER	
STREET ADDRESS		CITY	STATE ZIP
BEGINNING DATE OF EMPLOYMENT	ENDING DATE OF EMPLOYMENT	BEGINNING SALARY	ENDING SALARY
POSITION TITLE AND DUTIES			
REASON FOR LEAVING		SUPERVISOR'S NAME	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No, explain:

NAME OF EMPLOYER		PHONE NUMBER	
STREET ADDRESS		CITY	STATE ZIP
BEGINNING DATE OF EMPLOYMENT	ENDING DATE OF EMPLOYMENT	BEGINNING SALARY	ENDING SALARY
POSITION TITLE AND DUTIES			
REASON FOR LEAVING		SUPERVISOR'S NAME	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No, explain:

NAME OF EMPLOYER		PHONE NUMBER	
STREET ADDRESS		CITY	STATE ZIP
BEGINNING DATE OF EMPLOYMENT	ENDING DATE OF EMPLOYMENT	BEGINNING SALARY	ENDING SALARY
POSITION TITLE AND DUTIES			
REASON FOR LEAVING		SUPERVISOR'S NAME	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No, explain:

EMPLOYMENT continued

NAME OF EMPLOYER		PHONE NUMBER		
STREET ADDRESS		CITY	STATE ZIP	
BEGINNING DATE OF EMPLOYMENT	ENDING DATE OF EMPLOYMENT	BEGINNING SALARY	ENDING SALARY	
POSITION TITLE AND DUTIES				
REASON FOR LEAVING		SUPERVISOR'S NAME		May we contact this employer?
				<input type="checkbox"/> Yes

UNEMPLOYMENT

Account for all periods of unemployment during the past 10 years.

PERIOD OF UNEMPLOYMENT				REASON FOR UNEMPLOYMENT
FROM		TO		
MO.	YEAR	MO.	YEAR	

APPLICANT'S STATEMENT

PLEASE READ BEFORE SIGNING.

I certify that all information provided on this application is true and complete. I authorize the verification of this information and the release of references, grade transcripts and additional information pertinent to my employment. I understand that any falsification or omission of material information, may result in my failure to receive an offer, or, if I am hired, my immediate dismissal from employment. I understand that nothing contained in this employment application or in the granting of an interview, or any other personnel form is intended to create an employment contract or guarantee of employment between the Credit Union and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Credit Union. I acknowledge that the position I am applying for at the Credit Union is an at-will position. I understand that if I am employed by the Credit Union, I will be an employee at-will which means that I may be discharged at any time and for any reason with or without cause or advance notice. I understand that I have the right to terminate my employment at any time, for any reason or no reason, and the Credit Union retains the same right regarding the discontinuation of my employment and under the same conditions.

In addition, I agree, if employed, to conform to all work rules, policies and procedures and standards of conduct of the Credit Union, as amended from time to time in the Credit Union's sole discretion.

I further understand and grant authorization to the Credit Union to request a credit report or an investigative consumer report be prepared which will provide applicable information as to my character, general reputation, police record, physical characteristics and mode of living. In accordance with the Fair Credit Reporting Act I have the right to request the Credit Union completely and accurately disclose to me the nature and scope of this report. My request must be made in writing to the Human Resources Department of this Credit Union within a reasonable period of time after I complete this application.

I hereby acknowledge that an offer of employment is conditioned on the receipt of satisfactory responses to reference requests and the provision of satisfactory proof of my identity and legal authority to work in the United States.

Applicant's Signature

Date