



WEBER STATE CREDIT UNION

Rewarding Membership®

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE ALL FIELDS

DATE _____

WEBER STATE CREDIT UNION MAINTAINS A POLICY OF GRANTING EMPLOYMENT BASED ON MERIT, WITHOUT DISCRIMINATION BASED UPON AGE, RACE, COLOR, GENDER, RELIGION, NATIONALITY, SEXUAL ORIENTATION, DISABILITY OR VETERAN STATUS. MUST BE 18 OR OLDER TO APPLY.

PERSONAL INFORMATION

POSITION APPLIED FOR		ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.?					
NAME		DO YOU HAVE ANY RELATIVES WHO WORK AT WSCU?					
STREET/ MAILING ADDRESS		HAVE YOU BEEN CONVICTED OF A CRIME OTHER THAN TRAFFIC VIOLATIONS?					
CITY, STATE, ZIP		DO YOU FLUENTLY SPEAK A FOREIGN LANGUAGE?					
CONTACT TELEPHONE	SECONDARY TELEPHONE	ARE YOU ABLE TO TRAVEL TO OTHER BRANCHES AS NEEDED?					
E-MAIL ADDRESS		WHAT HOURS ARE YOU AVAILABLE?					
HAVE YOU WORKED/ APPLIED HERE BEFORE? WHEN?		MON	TUES	WED	THU	FRI	SAT
ARE YOU CURRENTLY EMPLOYED?	WHEN CAN YOU BEGIN?						
HOW DID YOU LEARN ABOUT THIS OPPORTUNITY?		ARE YOU PHYSICALLY AND OTHERWISE ABLE TO PERFORM THE DUTIES OF THE POSITION YOU ARE APPLYING FOR?					

EDUCATION

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D. EQUIVALENT?	LIST ANY SPECIAL TRAINING YOU HAVE RECEIVED			
LIST ANY POST SECONDARY EDUCATION				
SCHOOL NAME _____	DEGREE ATTAINED? _____	FIELD OF STUDY _____	YEARS ATTENDED _____	
SCHOOL NAME _____	DEGREE ATTAINED? _____	FIELD OF STUDY _____	YEARS ATTENDED _____	
SCHOOL NAME _____	DEGREE ATTAINED? _____	FIELD OF STUDY _____	YEARS ATTENDED _____	
SPECIAL SKILLS [CHECK ALL THAT APPLY]				
<input type="checkbox"/> CASH HANDLING EXPERIENCE	<input type="checkbox"/> TYPING _____ WPM	<input type="checkbox"/> 10-KEY/ ADDING MACHINE		
<input type="checkbox"/> MICROSOFT OFFICE (WORD, EXCEL)	<input type="checkbox"/> ACCOUNTING	<input type="checkbox"/> OTHER _____		

EMPLOYMENT

IF YOU ARE CURRENTLY EMPLOYED, WHY ARE YOU SEEKING NEW EMPLOYMENT?	HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN? EXPLAIN
WHAT SALARY OR WAGE DO YOU EXPECT TO EARN?	MAY WE CONTACT YOUR PAST EMPLOYERS FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO

EMPLOYMENT HISTORY

START WITH YOUR MOST RECENT EMPLOYMENT

EMPLOYER _____	CITY, STATE _____	EMPLOYER _____	CITY, STATE _____
PHONE NUMBER _____	SUPERVISOR _____	PHONE NUMBER _____	SUPERVISOR _____
JOB TITLE _____	STARTING SALARY _____	JOB TITLE _____	STARTING SALARY _____
STARTING DATE _____	ENDING SALARY _____	STARTING DATE _____	ENDING SALARY _____
ENDING DATE _____		ENDING DATE _____	
REASON FOR LEAVING _____		REASON FOR LEAVING _____	
WORK PERFORMED _____		WORK PERFORMED _____	

-PLEASE ATTACH A RESUME AND WORK HISTORY IF ADDITIONAL SPACE IS NEEDED-



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PERSONAL REFERENCES [NO RELATIVES OR EMPLOYERS]			
NAME	RELATIONSHIP	CITY, STATE	PHONE NUMBER
NAME	RELATIONSHIP	CITY, STATE	PHONE NUMBER
NAME	RELATIONSHIP	CITY, STATE	PHONE NUMBER

PLEASE READ CAREFULLY

• I UNDERSTAND AND AGREE THIS APPLICATION IS NO GUARANTEE OF EMPLOYMENT, AND NO EMPLOYMENT OFFER IS BEING MADE AT THIS TIME BY WEBER STATE CREDIT UNION.

• IF HIRED, MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED AT ANY TIME WITH OR WITHOUT NOTICE OR CAUSE BY MYSELF OR THE CREDIT UNION.

• IF HIRED, I AGREE TO FURNISH INFORMATION AND COMPLETE NECESSARY EXAMS AS MAY BE REQUIRED TO SATISFY MY EMPLOYMENT FILE.

• I AUTHORIZE THE FURTHER INVESTIGATION OF ANY AND ALL CLAIMS MADE ON THIS APPLICATION BY WSCU. I UNDERSTAND ANY MISREPRESENTATIONS MAY PREVENT MY EMPLOYMENT, OR TERMINATE IT IF HIRED.

• I RELEASE ALL LIABILITY TO WEBER STATE CREDIT UNION AND HOLD HARMLESS ALL PARTIES INVOLVED IN OBTAINING INFORMATION REGARDING MY BACKGROUND, CREDIT REPORT AND PAST EMPLOYMENT.

• I AUTHORIZE WEBER STATE CREDIT UNION TO OBTAIN MY CREDIT REPORT FOR THE PURPOSES OF EMPLOYMENT.

• I CERTIFY I HAVE READ THESE POLICIES AND NOTICES, AND AGREE TO ABIDE BY THEM. I ALSO AGREE THAT THE INFORMATION SUBMITTED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IF HIRED, I UNDERSTAND I AM REQUIRED TO ABIDE BY ALL THE RULES, POLICIES, AND REGULATIONS OF WEBER STATE CREDIT UNION AND ITS AFFILIATES.

X _____ DATE _____

AUTHORIZATION FOR CREDIT & BACKGROUND CHECK

• I AUTHORIZE PRESENT OR FORMER EMPLOYER, EDUCATIONAL INSTITUTION, LAW ENFORCEMENT AGENCY, FINANCIAL INSTITUTION, OR OTHER PERSON OR ORGANIZATION HAVING RELEVANT INFORMATION ABOUT ME TO FURNISH IT TO WSCU AND/OR ITS AGENTS IN CONNECTION WITH AN APPLICATION FOR OR RETENTION OF EMPLOYMENT.

• I UNDERSTAND WEBER STATE CREDIT UNION WILL USE A CONSUMER REPORTING AGENCY TO OBTAIN INFORMATION RELEVANT TO THE PROCESSING OF MY APPLICATION. I UNDERSTAND IF I AM DENIED EMPLOYMENT BASED ON INFORMATION OBTAINED IN THE REPORT, I AM ENTITLED TO A DESCRIPTION OF MY RIGHTS PROVIDED BY THE FAIR CREDIT REPORTING ACT.

X _____ DL# _____ SSN _____