



# Application for Employment

Our Company is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, sex, national origin, age, marital, or veteran status; disability; or any other legally protected status. Equal access to the hiring process, services, and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should contact a representative of the Human Resource Department.

Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** Verification of eligibility to work in the U.S. will be required if an employment offer is made.

Applicant Information			
Name: (Last, First, Middle)		Phone:	Email Address:
Address:			
City:		State:	Zip Code:
Social Security Number:	Driver's License Number (if job related):	State:	Expiration Date:
Position(s) applying for:		Desired salary or wage:	
Have you filed an application with Malheur Federal Credit Union before?		Yes	No If yes, give date:
Have you been employed with Malheur Federal Credit Union before?		Yes	No If yes, give date:
Do you have any relatives presently employed with Malheur Federal Credit Union?		Yes	No
If yes, please provide names of relatives, their positions, and departments:			
When would you be available to start work?			
Work availability:			
Full-time		Part-time	Temporary
List any languages you are fluent in, other than English:			
Are you over the age of 18?		Yes	No
Have you ever had any Bond Coverage Modified or revoked?		Yes	No
Are you legally eligible to work in the United States?		Yes*	No

\*Proof of eligibility to work in the United States may be required if selected for the position.

**Education**

Type of School:	Name and Address of School:	Last year completed:	Did you graduate?	Subjects Studied and Degrees Received:
High School				
College/University				
Business / Trade				

**Employment Experience**

List all your work experience including military and voluntary service assignments. **Start with your present or most recent employment.** Attach an additional sheet if necessary.

Employer:	Start Date:	End Date:
Address:		Phone:
Job Title:	Supervisor:	
Reason for leaving:		
Work performed:		
May we contact this employer?	Yes	No
If no, please explain why:		

Employer:	Start Date:	End Date:
Address:		Phone:
Job Title:	Supervisor:	
Reason for leaving:		
Work performed:		
May we contact this employer?	Yes	No
If no, please explain why:		

Employer:	Start Date:	End Date:
Address:		Phone:
Job Title:	Supervisor:	
Reason for leaving:		
Work performed:		
May we contact this employer?	Yes	No
If no, please explain why:		

Employer:	Start Date:	End Date:
Address:		Phone:
Job Title:	Supervisor:	
Reason for leaving:		
Work performed:		
May we contact this employer?	Yes	No
If no, please explain why:		

**Skills and Training**

Please summarize your job-related skills or specialized training:

List job related professional, trade business, or civic associations and any offices held: (Memberships that reveal sex, race, religion, national origin, age, color, disability, or other protected status need not be listed.)

List job-related special accomplishments, publications, awards: (Memberships that reveal sex, race, religion, national origin, age, color, disability, or other protected status need not be listed.)

List any additional information you would like us to consider:

Please include a copy of your resume if available.

### References

Include references for three (3) business/work references who are not related to you and include at least one (1) of your previous supervisors.

Name:	Company:	Job Title:	Work Phone:	Other Phone:

### Acknowledgments

**Accuracy of Information.** I certify that the information in this application is correct to the best of my knowledge, I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews is grounds for disqualification from further consideration for employment, or for termination if employed.

**Information Release.** I authorize Malheur Federal Credit Union to contact any company, institution, or individual it deems appropriate to investigate my employment history, character, qualifications, driving record, and other job-related information. I give my full consent for all contacted persons, including former employers, to provide the information concerning this application. Further, I waive my right to bring a claim against these individuals for any damages arising from furnishing the requested information to Malheur Federal Credit Union. I also release Malheur Federal Credit Union from all liability that might result from checking such references.

**Drug Testing.** A post-offer drug and/or physical examination may be required. I understand that, as allowed by the Americans with Disabilities Act, any offer of employment may be withdrawn if I test positive for drugs and/or if a condition is discovered which does not permit me to perform the essential functions of the job and for which no reasonable accommodation can be made.

**Background Check.** I understand that a Background check is required prior to employment and that this may be done with a 3<sup>rd</sup> party provider.

**Application Status.** I understand that this application is current for only 60 days. At the conclusion of this time, if I have not heard from the Company and still wish to be considered for employment, it will be necessary to fill out a new application.

**At-Will Employment.** I understand that if I am hired, my employment at the Company is “at-will” and may be terminated by me or by the Company at any time for any reason, with or without cause or notice. I understand that no employment offer is being made by the Company at this time. I also understand that nothing in this application is intended to imply or create an employment contract and that no Company representative has the authority to make any assurance to the contrary.

<b>APPLICANT SIGNATURE</b>	<b>DATE:</b>
X	

**Applicant Affirmation Action Plan Voluntary Survey**

Our Company is required by law to maintain an affirmative action program and to collect information regarding the race, sex, national origin, disability, or veteran status of applicants. To assist us in our governmental recordkeeping requirements, we would appreciate your completion of this data form. **Your cooperation is voluntary. The information supplied will be kept confidential and will be used to improve our recruiting efforts and support our commitment to diversity in the workplace.** If you choose to volunteer the requested information, the data will be physically separated from the remainder of the job application before the application is considered for possible employment. The information will be kept in a confidential file separate from your application for employment.

Thank you for your cooperation!

Sex:		Disabled:			
Male	Female	Yes	No		
Veteran Status:		If you are a Veteran what was your period of service?		Are you a disabled Veteran?	
Veteran	Not a Veteran	From:	To:	Yes	No
Ethnic Background					
American Indian/Alaskan Native	Asian/Pacific Islander	Black	Hispanic	White	
How did you hear about this position?					
Referral Source:		Referral Source		Name:	
Friend		Walk-In			
Relative		Job Hotline			
Employment Agency		Advertisement			
State Employment Service		College/University Job Placement Office			
Company Employee		Social Service Agency/Organization			
Web Site		Other:			

**MALHEUR FEDERAL CREDIT UNION IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**