



Application for Employment
An Equal Opportunity Employer

Mission Statement:

Coconino Federal Credit Union is a not-for-profit, member owned financial institution dedicated to providing our members with excellent service and products.

This service will be delivered with the utmost professionalism of our employees.

We will earn the trust of our members through recognition of our responsibility to make safe and prudent business decisions.

Our intent is to provide courteous, personalized service and quality products while always adhering to credit union philosophies, that being "people helping people".

Coconino Federal Credit Union

Application for Employment

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, sex, age, disability or national origin.

Each question should be fully and accurately answered. No Action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT except for the signature on the back of the application

Personal Information

Last Name _____ First Name _____ Middle Name _____ Telephone Number _____

Present Street Address _____ City _____ State & Zip Code _____ Cell Phone Number _____

Job Applied for: _____ Today's Date: _____

Are you seeking: Full-Time Part-Time Temporary or Summer employment?

When are you available to start work? _____ What is your Expected Hourly/Salary wage? _____

Are you fully capable of performing the essential functions of the job(s) you are applying for with or without reasonable accommodations? Yes No Are you 18 years of age or older? Yes No

Are you legally eligible for employment in the United States? Yes No

If you are not a citizen do you possess an Alien Registration Card? Yes No

If yes, please provide your Alien Registration Card number: _____

Type of VISA: _____ Expiration Date: _____

Military Status: Active Duty Service From: _____ To: _____

Branch of Service: _____

Service/Duties/Special Training: _____

Are you a member of a Reserve organization? Yes No

General Information

Have you ever applied for employment with this credit union before? Yes No

Were you ever employed with this Credit Union? Yes No

Have you ever been convicted of a felony? Yes No

If yes, please describe: _____

List any clubs, organizations, civic or other groups which have influenced your professional development within the last five years: (List offices held) (Exclude any labor organizations or any organizations the name or character of which indicate race, color, religion, sex, age, disability, national origin, or ancestry of its members).

For driving jobs only: Do you have a valid drivers license? Yes No

Drivers License Number: _____ Class of License _____

Have you had your driver's license suspended or revoked in the last three years? Yes No

Employment History

May we contact your current employer for a reference? Yes No

May we contact your prior employers for a reference? Yes No

List every period of employment. Start with your most recent and include military service:

Employer _____

Address _____
City State Zip

Phone Number () _____

Job Title _____ Dates From _____ To _____

Supervisor's Name _____ Starting Salary \$ _____ per _____

Work Performed. Please be specific. Final Salary \$ _____ per _____

Reason for leaving _____

May we contact your current employer for a reference? Yes No

May we contact your prior employers for a reference? Yes No

List every period of employment. Start with your most recent and include military service:

Employer _____

Address _____
City State Zip

Phone Number () _____

Job Title _____ Dates From _____ To _____

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Reason for leaving _____

References

Give at least three references, other than relatives.

Name	Address	Phone	Occupation

Special Skills

If you are an experienced operator of any business machines or equipment, please list: _____

If you have any computer experience please describe: _____

Do you type? Yes No Words per minute: _____

Do you have any other skills you would like to mention? _____

Education

<u>School</u>	<u>Name and Location Of School</u>	<u>Course of Study</u>	<u>Number of Years Completed</u>	<u>Did you Graduate?</u>	<u>Degree or Diploma</u>
Graduate	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Business/ Trade School	_____	_____	_____	_____	_____
High School	_____	_____	_____	_____	_____

I certify that all the statements or answers made on this application, any attachments hereto, or on my resume, or any other supplementary materials are true and correct without any consequential omissions of any kind. I agree to hold harmless Coconino Federal Credit Union against all actions, proceedings, liabilities, damages, loss, cost and expenses including legal fees that it may sustain or become liable for by reason of any dishonesty on my behalf.

Should my circumstances change such that any of the answers given by me on this application are no longer accurate or true, then I shall notify Coconino Federal Credit Union of such change. Failure to do so may result in termination of my employment.

I hereby authorize Coconino Federal Credit Union to investigate the accuracy of the information on this application, and any attached materials, from any person or organization. Information may be obtained from such sources as: law enforcement agencies, current and former employers, government agencies and references. I release Coconino Federal Credit Union and all persons and organizations from all claims and liabilities of any nature arising from such investigation or the supplying of information for such investigations.

I also authorize Coconino Federal Credit Union to obtain a consumer report and perform a criminal search for employment purposes. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for the Credit Union to obtain consumer reports at any time during my employment period. This serves as a disclosure that a consumer credit report and criminal search may be obtained for employment purposes.

I understand and agree that employment by Coconino Federal Credit Union is conditional upon the results of such investigation, and if required, upon furnishing Coconino Federal Credit Union acceptable legal proof of citizenship, visa status, and/or age if an offer of employment is made. If such investigation results in knowledge of misleading or false information supplied by me, Coconino Federal Credit Union has grounds for immediate disqualification of employment, or if already employed grounds for termination. Further, I agree that Coconino Federal Credit Union shall not be liable in any respect if my employment is terminated because of the falsity of statements, answers or omissions made by me.

I understand "Bondability" is a non-negotiable condition of employment and I need to be bondable in order to be employed by Coconino Federal Credit Union. If at any time I become ineligible of bonding, I will be subject to termination regardless of how long I have held a position with the Credit Union.

I understand that there is no express or implied contract of employment and that, if employed, I have been hired at the will of Coconino Federal Credit Union and that my employment may be terminated at will, at any time; and with or without cause; the Credit Union's only obligation being to pay salary or wages due and owing at the time of termination as required by Arizona law. Any offer of employment is not to be construed as a contract of employment for any specific length of time and is terminable by the associate or the Credit Union for any reason with or without cause and with or without notice. While other terms and conditions of the employment relationship may change or be modified from time to time, the at-will relationship cannot be changed except by express written agreement.

My signature certifies that I have read the above affidavit, understand its content, and have had an opportunity to discuss any questions.

Signature: _____ Date: _____

Statement Regarding Bondability

Because the nature of our business all employees must be bondable. If you are considered for an employment offer we will obtain a credit report and/or background check to help determine if you are bondable. The report will be obtained before you begin employment. A poor credit report might cause us to rescind our employment offer, although we would discuss this with you and provide all information required under the Federal Fair Credit Reporting Act.

Statement Regarding Credit Report

I am aware and understand that Coconino Federal Credit Union may request a credit report inquiry and/or a background check on me as a condition of my employment. I am also aware that a poor credit report could be cause for rescinding an employment offer.

Please check one of the following.

_____ At this time I am willing,

_____ At this time I am ***not*** willing to voluntarily provide the following information to assist in obtaining my credit report.

Candidate's full printed name: _____ Social Security Number: _____

Signature: _____ Date: _____

Applicant Questionnaire

Why do you want this position?

Why do you want to work for Coconino Federal Credit Union?

Why did you leave/are you interested in leaving your current employer?

What characteristics make you excel?

What significant contributions have you made to previous employers?

Where do you think you could most improve?

Tell me about your work habits.

Describe your ideal work environment (co-workers, management, culture, responsibilities):

Career goals – where do you see yourself in five years?

If we were to contact your previous manager/co-workers, how would they describe you and your work?

Describe any previous financial background experience:

Related education:

What computer systems are you familiar with?

Other information or comments:
