



## 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

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 \_\_\_\_\_

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

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

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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 \_\_\_\_\_

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>
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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?

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

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

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What characteristics make you excel?

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What significant contributions have you made to previous employers?

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Where do you think you could most improve?

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Tell me about your work habits.

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

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

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

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Describe any previous financial background experience:

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Related education:

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What computer systems are you familiar with?

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Other information or comments:

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