

# Idaho Advantage Credit Union

## Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) Applied for: \_\_\_\_\_ Date of application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_ Desired Salary Range: \$ \_\_\_\_\_ / hour

Type of employment desired:    Full-time            Part-Time            Temporary Seasonal            Educational Co-op

Driver's license number if driving is an essential job function: \_\_\_\_\_ State \_\_\_\_\_

Are you legally eligible for employment in this country? Yes    No

Are you able to meet the attendance requirements of the position? Yes    No

If you are under 18, and it is required, can you furnish a work permit? Yes    No

If no, please explain: \_\_\_\_\_

Have you ever been employed here before? Yes    No

If yes, please give dates and positions: \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes    No

If yes, please provide date(s) and details: \_\_\_\_\_

ANSWERING 'YES' TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

**EMPLOYMENT HISTORY** Provide the following information for your past four (4) employers, assignments or volunteers activities, starting with the most recent.

Employer:	Supervisor Name & Title:	
Address:	Phone #:	Dates Employed:
Starting Title:	Ending Title:	May We Contact for Reference:
Reason for Leaving:	Starting Salary:	Ending Salary:
Summarize the nature of work performed and job responsibilities:		
Employer:	Supervisor Name & Title:	
Address:	Phone #:	Dates Employed:
Starting Title:	Ending Title:	May We Contact for Reference:
Reason for Leaving:	Starting Salary:	Ending Salary:
Summarize the nature of work performed and job responsibilities:		
Employer:	Supervisor Name & Title:	
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Employer:	Supervisor Name & Title:	
Address:	Phone #:	Dates Employed:
Starting Title:	Ending Title:	May We Contact for Reference:
Reason for Leaving:	Starting Salary:	Ending Salary:
Summarize the nature of work performed and job responsibilities:		

## SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EDUCATIONAL BACKGROUND

Name and Location	Number of Years Completed	Degree Earned	Course of Study
High school			
College			
Other			

## REFERENCES

Name	Telephone	Number of Years known

## APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient to cause to (i) cancel further consideration of this application (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservations, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute any agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

In considering this application for employment, I authorize the employer to request and use a report from the outside credit reporting agencies.

I also allow the employer to do an internet search, including but not limited to any social media I may be registered with.

## DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept the terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_