

Industrial Federal Credit Union

APPLICATION FOR EMPLOYMENT

1115 Sagamore Pkwy S.
Lafayette, IN 47905

EQUAL OPPORTUNITY
EMPLOYER

Thank you for your interest in applying for a position with Industrial Federal Credit Union. The credit union does not discriminate in hiring or employment on the basis of race, color, religion, national origin or sex, or on the basis of age against persons whose age is over 40 or on the basis of a disability not preventing the applicant's ability to perform the essential functions of the job available with or without reasonable accommodations.

THIS APPLICATION WILL BE GIVEN EVERY CONSIDERATION, BUT ITS RECEIPT DOES NOT IMPLY THAT THE APPLICANT WILL BE EMPLOYED. APPLICATIONS MAY BE CONSIDERED FOR VACANCIES WHICH ARISE DURING THE 60 DAY PERIOD FOLLOWING SUBMISSION. APPLICANT'S SHOULD COMPLETE AN UPDATED APPLICATION IF NOT CONTACTED AND/OR HIRED DURING THIS 60 DAY EVALUATION PERIOD.

PLEASE COMPLETE THIS FORM CAREFULLY IN YOUR OWN HANDWRITING. REPLIES TO ALL QUESTIONS WILL BE HELD IN STRICTEST CONFIDENCE. IF YOUR ANSWERS OR STATEMENTS REQUIRE ADDITIONAL SPACE, OBTAIN SUPPLEMENTAL SHEETS FROM THE RECEPTIONIST. IN ORDER TO BE CONSIDERED FOR EMPLOYMENT, THIS APPLICATION MUST BE COMPLETED IN FULL.

THIS CREDIT UNION IS COMMITTED TO MAINTAINING A WORKPLACE FREE OF THE PROBLEMS ASSOCIATED WITH DRUG OR ALCOHOL ABUSE. IF YOU CURRENTLY USE ILLEGAL DRUGS, WE SUGGEST THAT YOU NOT COMPLETE THE APPLICATION PROCESS. A POSITIVE DRUG TEST WILL RESULT IN DISQUALIFICATION FROM EMPLOYMENT OR WITHDRAWAL OF ANY EMPLOYMENT OFFER.

Date of Application _____

Name _____
LAST FIRST NAME MIDDLE INTIAL

Telephone No. _____

Present Address _____
ADDRESS CITY STATE ZIP

How long have you lived at the above address? _____

Previous address _____ How long did you live there? _____

Are you legally eligible for employment in the United States? _____ Proof of U.S. Citizenship or Eligibility to Work will be required upon employment.

Are you 18 years old or older? _____ Yes _____ No

For what position are you applying? _____ Approx. Sal. Expected _____ Date Available _____

Referral Source: _____ Newspaper _____ Employee _____ Employment Agency
_____ Friend _____ Walk-In _____ Other _____

Have you filed an application here before? _____ Yes _____ No

If so, please give date _____

Have you had experience in handling money? _____ Where? _____

Have you had sales experience? _____ Where? _____ What Kind? _____

What office machines can you operate? _____

Can you type? _____ WPM _____

Word Processing & Personal Computer Skills _____

Are you seeking part-time _____ or full-time employment _____ check one.

If part-time, when are you available? Hours _____ Days _____

If hired, how long do you intend to stay with us? _____

On what date can you begin work? _____

Are you available to work on holidays? _____ Are you available to work after 5:00 p.m.? _____

Are you available to work overtime? _____ Are you available to work on week-ends? _____

Are there any days of the week you are not available to work? _____

Have you ever been convicted of or plead guilty to a criminal offense which has not been expunged from your record? _____ Yes _____ No

Are there any felony charges pending against you? _____ Yes _____ No

If yes to either question please identify: (Do not include minor traffic violations for which a monetary fine was the only penalty.)

Misdemeanor _____

Felony _____

Military Service Conviction _____

Use the space below to describe your interest in banking and the skills and aptitudes that you feel qualify you for a position at the credit union. (You may wish to include civic and community activities, professional societies in which you participate, hobbies, sports, special training or skills such as typing, accounting, and the like.)

Do you speak, write or understand any foreign languages? _____

If yes, which languages (s) ? _____

Do you have any experience, training, qualifications or skills which you feel make you especially suited for work at Industrial Federal Credit Union? _____ If so, explain in detail

Professional Society Memberships:

Licenses (list states);

Discuss in 1 or 2 paragraphs: What did you enjoy most about your previous employment? Why? What aspect of your previous employment did you like the least? Have you had work experience that, in your opinion will make you especially suited for a credit union atmosphere? If so, explain. What sales experience have you had? How do you see sales as being a part of the position you are applying for? Use back of application or additional pages if necessary.

List below all present and past employment, beginning with your most recent-account for all time since school, including unemployment periods. Use back of application or additional pages if necessary. (Failure to account for all time may result in the disqualification of your application.)

1. _____

_____	_____	_____	_____	_____
FIRM NAME	TELEPHONE NUMBER	EMPLOYED (MO/YR)	FROM	TO
_____	_____	_____		
SALARY-STARTING	SALARY AT TERMINATION			
_____	_____	_____		
ADDRESS (INCLUDE CITY, STATE & ZIP CODE)	POSITION-STARTING	POSITION AT TERMINATION		
_____	_____	_____		
SUPERVISOR OR DEPT. MGR.	REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER?		

DESCRIBE JOB DUTIES _____

2. _____

_____	_____	_____	_____	_____
FIRM NAME	TELEPHONE NUMBER	EMPLOYED (MO/YR)	FROM	TO
_____	_____	_____		
SALARY-STARTING	SALARY AT TERMINATION			
_____	_____	_____		
ADDRESS (INCLUDE CITY, STATE & ZIP CODE)	POSITION-STARTING	POSITION AT TERMINATION		
_____	_____	_____		
SUPERVISOR OR DEPT. MGR.	REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER?		

DESCRIBE JOB DUTIES _____

3. _____

_____	_____	_____	_____	_____
FIRM NAME	TELEPHONE NUMBER	EMPLOYED (MO/YR)	FROM	TO
_____	_____	_____		
SALARY-STARTING	SALARY AT TERMINATION			
_____	_____	_____		
ADDRESS (INCLUDE CITY, STATE & ZIP CODE)	POSITION-STARTING	POSITION AT TERMINATION		
_____	_____	_____		
SUPERVISOR OR DEPT. MGR.	REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER?		

DESCRIBE JOB DUTIES _____

4. _____

_____	_____	_____	_____	_____
FIRM NAME	TELEPHONE NUMBER	EMPLOYED (MO/YR)	FROM	TO
_____	_____	_____		
SALARY-STARTING	SALARY AT TERMINATION			
_____	_____	_____		
ADDRESS (INCLUDE CITY, STATE & ZIP CODE)	POSITION-STARTING	POSITION AT TERMINATION		
_____	_____	_____		
SUPERVISOR OR DEPT. MGR.	REASON FOR LEAVING	MAY WE CONTACT THIS EMPLOYER?		

DESCRIBE JOB DUTIES _____

EDUCATION

High School	College/University	Graduate/Professional
Name of school _____	_____	_____
Years Complete: Circle (9 10 11 12)	(1 2 3 4)	(1 2 3 4)
Diploma/Degree _____	_____	_____
Describe Course of Study _____	_____	_____
Describe Specialized Training, apprenticeship, Skills and Extra-Curricular Activities _____	_____	_____
Honors Received:		

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? _____ Yes _____ No If yes, what branch? _____

Dates of duty: From _____ to _____ Rank at discharge _____
MO. DAY YEAR MO. DATE YEAR

List duties in the Service including special training _____

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Certifications and Representations By the Applicant:

As an applicant for employment with the Credit Union, I understand, affirm and verify the following:

1. All information provided in this Application, as well as that contained in any accompanying resume and/or personal history profile, is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information or material omission will be grounds for rejection of this Application or for subsequent discipline against me by the Credit Union including my dismissal from employment. All information provided in this Application, as well as that contained in any accompanying resume and/or personal history profile, is subject to verification by the Credit Union.
2. In processing this Application, I voluntarily give my consent to the Credit Union to make a thorough investigation of my past and present employment, financial condition and general background. Additionally, I voluntarily give my consent to the Credit Union, at this time, and during the term of my employment, to obtain consumer reports and make any inquiries it deems appropriate to process my application, to evaluate performance, and to collect any sums owed by me to the Credit Union.
3. I understand that my employment with the Credit Union is not guaranteed for any length of time, and my employment may be terminated by the Credit Union or myself at any time and for any reason, or for no reason at all. I understand that no documents or statements of the Credit Union will constitute a contract of my employment that in any way limits the Credit Union's right to terminate my employment at-will. I further understand that the at-will nature of my employment cannot be changed except by a formal written contract signed by both a duly authorized agent of the Credit Union and me. I understand that nothing in the application process is intended to create an employment contract and that no promises regarding employment have been made to me. I understand that no supervisor or other management employee has the authority to alter this at-will relationship unless stated in a specific writing signed by me and an officer of Industrial Federal Credit Union.
4. During my employment by the Credit Union, I will comply with all rules and regulations as set forth in the Credit Union's policy manual or other communications distributed to all employees.
5. I authorize the Credit Union to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with legal and proper interest.
6. I understand that any handbooks, manuals, policies and procedures maintained by the Credit Union are not contractual in nature and may be amended, superceded, abolished or withdrawn at any time by the Credit Union in its sole discretion.
7. During my employment with the Credit Union, I understand that I will pledge to preserve in confidence any information concerning the business of the Credit Union and its customers which comes to my knowledge through my position and that any violation of this confidentiality may be grounds for my dismissal from employment.

8. I affirm that the facts set forth above in my application for employment are true and complete and I understand and acknowledge that any misrepresentation or omission of any facts in my application may lead to my dismissal whenever any misrepresentation or omission is discovered. I authorize an investigation of all information contained in this application which I understand may include an investigation of my personal history through any investigative agencies or bureaus including, but not limited to, the Central Criminal Records Exchange of the appropriate state. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigative criminal report. I also agree to submit to fingerprinting.

9. I also understand that the Credit Union has the right to promulgate rules and regulations governing the conduct of its employees, and in the event of my employment, I will comply with them. I understand that non-compliance with the rules and regulations governing the conduct of employees may be grounds for disciplinary action, up to and including discharge.

10. If the Credit Union gives me a conditional offer of employment, I agree to submit to a medical or psychological examination as a condition of employment or continued employment whenever requested by the Credit Union. I also agree to provide samples at any time for a urinalysis, blood, or other test to determine the presence of alcohol or controlled substances as a condition of employment or continued employment.

11. I am advised that in accordance with the Fair Credit Reporting Act, and that as a normal part of the Credit Union employment procedure, a consumer report will be obtained for employment purposes. A "consumer report" is defined to include any written, oral, or other communication of any information by a consumer reporting agency regarding a consumer's credit worthiness, credit standing, credit capacity, character, verbal reputation, personal characteristics, or mode of living which is used as a factor to establish the consumer's eligibility for employment. 15 U.S.C 168a(d). I understand that if employed, the Credit Union may obtain and use credit reports from time to time, and make whatever inquiries it considers appropriate to evaluate me for any promotion, reassignment or retention as an employee. I hereby consent to and authorize the Credit Union to obtain information described above. I understand that the Credit Union may determine not to hire me based on the information contained in either the consumer report or the background check information. I understand that if I am denied employment based on information contained within the credit report I will be provided a summary of my rights, in writing, under the terms of the Fair Credit Reporting Act.

12. I hereby specifically release from all liability and claims, of any nature, known or unknown, Industrial Federal Credit Union and all persons, companies and corporations who may be contracted to verify or supplement any information I have provided in connection with this Application.

Signature of Applicant

AFFIRMATIVE ACTION SELF ID SURVEY

Industrial Federal Credit Union is committed to providing equal employment opportunities to all qualified people. As such, its applicants and employees are treated without regard to race, color, religion, sexual orientation, gender, national origin, citizenship status (unless required by a government contract), age, marital or veteran status, physical or mental disability, or any other legally protected status during every aspect of the employment process.

As employers and government contractors, we comply with government regulations and affirmative action responsibilities. Solely to help us comply with affirmative action record keeping, reporting and other legal requirements, please complete the survey below. This information will not be used for hiring, placement, or other decisions related to the terms and conditions of employment. This document will be kept in a confidential file, separate from applicant and personnel files.

YOUR COOPERATION IS VOLUNTARY. YOUR REFUSAL TO COMPLETE THIS FORM AND THE INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

If you wish to complete this Form, please complete the following information. *Please print.*

Last Name:	First Name:
Date:	

Gender

Male Female

Race/Ethnicity (*Please check one category*)

- White (Not of Hispanic origin)
- Black (Not of Hispanic origin)
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native

Definitions

White (Not of Hispanic origin) – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (Not of Hispanic origin) – All persons having origins in any of the Black racial groups of Africa.

Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. The area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

I respectfully decline completing the information requested above. _____(Initial)