

Answer all questions completely in your handwriting in ink. America's Christian Credit Union does not discriminate on the basis of genetic information or characteristics, race, color, creed, gender, religion, marital or domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other legally protected status.

I. PERSONAL INFORMATION

Last Name		First	Middle	Date
Street Address				Home Phone ()
City		State	Zip	Other phone (e.g. Cell) ()
If necessary, best time to call you at home is: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		E-mail Address:		Social Security Number - -
Have you ever been involuntarily terminated or requested to resign? (Does not include layoffs) <input type="checkbox"/> Yes <input type="checkbox"/> No		If hired, can you provide verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you are under age 18, and it is required, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No		If hired, would you have reliable transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you able to perform the essential functions of the position for which you are applying, with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever worked under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Name: _____		Do you have relatives working for ACCU? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who? _____		To your knowledge, have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you submitted an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No			Ever had application for bond coverage denied? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No			Ever had bond coverage modified or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Please Note: Criminal conduct that resulted in a conviction that was sealed or annulled by a court, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, should not be listed or included. Conviction is not an automatic disqualification for consideration of employment.</p> <p>Have you ever pleaded "guilty" or "no contest" to, or been convicted of a misdemeanor or felony within the last ten years? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list offense, date and disposition: _____</p> <p>Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list offense, date and disposition: _____</p>				

II. EMPLOYMENT INTERESTS

Position Desired	Date Available	Salary Desired	Would you be willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Employment Desired Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other <input type="checkbox"/>	Can you work Saturdays if requested?		
How were you referred to our company? <input type="checkbox"/> Ad (where) _____ <input type="checkbox"/> Employee Referral (Name) _____ <input type="checkbox"/> Agency (Name) _____ <input type="checkbox"/> Other (Please specify) _____ <input type="checkbox"/> Walk-in			

III. EDUCATION INFORMATION

School Level	Name and Location of School	Course of Study	Circle last grade completed.	Did you graduate?	Degree or Diploma
High School			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
College/University			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
Post Graduate			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
Business/Trade Technical			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	

IV. SKILLS – If Applicable for Position for Which You Are Applying

Typing speed: _____ wpm	10 key by Touch <input type="checkbox"/> Yes <input type="checkbox"/> No	Foreign Languages (indicate proficiency to speak, read and write)
PC Skills (Indicate software used)		
Other Skills		
Do you have any experience, training, qualifications or special skills, which you think, make you especially suited for work at this company? (Explain)		

EMPLOYMENT APPLICATION

V. EMPLOYMENT INFORMATION (Start with Current or Most Recent Employer)

1	Company Name			Phone ()		From Mo./Yr.	To Mo./Yr.
	Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Company Name			Phone ()		From Mo./Yr.	To Mo./Yr.
	Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Company Name			Phone ()		From Mo./Yr.	To Mo./Yr.
	Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Company Name			Phone ()		From Mo./Yr.	To Mo./Yr.
	Street Address		City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title		Duties			Reason for leaving	
	Supervisor Name					May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

VI. ACKNOWLEDGMENT

Please read carefully and sign below

I certify that all information I have provided in order to apply for and secure work with America's Christian Credit Union (ACCU) is true, complete and correct. I understand that any offer of employment I receive may be contingent on passing a job-related physical examination, and/or satisfactory completion of a background examination

I expressly authorize, without reservation, the employer, its representative, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, educational institutions, credit bureaus, and background check agencies, 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 truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that ACCU does not unlawfully discriminate in employment and no questions on this application is used for the purpose of omitting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for a limited period of time, in some cases only 30 days. If I have not heard from ACCU within 30 days and still wish to be considered for employment, it may be necessary for me 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 prior notice. Moreover, ACCU reserves the same right to terminate the employment relationship at any time, with or without prior notice, except as may be required by law. This application does not constitute an 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 ACCU's President/CEO.

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

I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare under penalty of perjury that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any information provided by me that is found to be false, incomplete or misrepresented in a any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

Applicant Signature:	Date:
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REFERENCE REQUEST FORM

Applicant Name: _____ **Position Applying for:** _____

VII. PROFESSIONAL REFERENCES

*List five professional references whom we have permission to contact.
They must be current or previous supervisors or co-workers (Do not list family or friends).*

1	Full Name	
	Day Time Phone Number	
	Company Where Reference Works	Current Position
	Relationship	Dates Known or Worked Together
2	Full Name	
	Day Time Phone Number	
	Company Where Reference Works	Current Position
	Relationship	Dates Known or Worked Together
3	Full Name	
	Day Time Phone Number	
	Company Where Reference Works	Current Position
	Relationship	Dates Known or Worked Together
4	Full Name	
	Day Time Phone Number	
	Company Where Reference Works	Current Position
	Relationship	Dates Known or Worked Together
5	Full Name	
	Day Time Phone Number	
	Company Where Reference Works	Current Position
	Relationship	Dates Known or Worked Together

EQUAL EMPLOYMENT OPPORTUNITY DATA

Completion of this form is entirely voluntary, and all information will remain confidential and will not affect your application for employment. We are required by law to collect this information for equal opportunity employment purposes, and it will not become part of your personnel record if you are hired by this company.

Name: _____

Social Security No.: _____

Gender: Male Female

Race/Ethnicity:

- American Indian/Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain culture identification through tribal affiliation or community recognition.
- Asian/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. Includes, for example; Bangladesh Sri Lank, Sikkim, Bhutan, China, Japan, Korea, Philippines.
- African American** (not of Hispanic origin): all persons having origin in any of the 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. Does not include Portugal.
- Caucasian** (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or Middle East.

HUMAN RESOURCES USE ONLY

EEO-1 Category:

- | | |
|--|---|
| <input type="checkbox"/> 1. Officials and managers | <input type="checkbox"/> 6. Crafts – skilled |
| <input type="checkbox"/> 2. Professionals | <input type="checkbox"/> 7. Operatives - semi-skilled |
| <input type="checkbox"/> 3. Technicians | <input type="checkbox"/> 8. Laborers – unskilled |
| <input type="checkbox"/> 4. Sales | <input type="checkbox"/> 9. Service workers |
| <input type="checkbox"/> 5. Office and clerical | |

VBGC Information Completed by:

X

Date: