



# Employment Application

## Applicant Information

This Credit Union does not discriminate in employment practices on account of race, creed, color, national origin, ancestry, sex, age marital status, veteran status, disability, sexual orientation, arrest record, conviction record, membership in the national guard, use or non-use of lawful products off our premises, genetic information or any other basis prohibited by applicable state or federal law.

*Please contact the Credit Union if you need an accommodation to participate in the application process.*

Note: This application must be filled out in its entirety even if you are submitting a resume.

Note: This application is effective for 30 days from the date written on it. After the 30 day time period expires you must renew your application to be considered for another job opening.

Full Name: \_\_\_\_\_  
Last First M.I.

Is any additional information about change of name, use of an assumed name or nickname necessary to enable a check on your work record? If so please explain:

Current Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
City State ZIP Code

Previous Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Earliest start date: \_\_\_\_\_ Status:  Full  Part Most recent Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_ Hourly / Annually

Are you over 18 years of age? YES  NO  Are you legally authorized to work in the U.S.? YES  NO

Have you ever applied for a position with or worked for Ripco in the past? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO  Answering Yes is not an automatic bar to employment

Do you have any commitments to another employer that might affect your employment with Ripco? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Diploma: \_\_\_\_\_  
College: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_  
Other: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

## Skills

*Please list additional job related certificates and licenses along with dates obtained:*

*List any other job related skills and abilities:*

## Previous Employment

List all employment since high school or the last ten years, whichever is less, with most recent experience first.

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

### Previous Employment Continued

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

### Disclaimer and Signature

**Please check the appropriate boxes before signing this application.** If you have any questions about the following statements, please ask before signing.

- I certify that all information and statements I have provided in this application and in any accompanying documents are accurate and complete.
- I understand that providing false or misleading information on this application form or any materials I provide with it could result in my not being hired or termination of my employment if I am hired.
- I understand that my past and present employers and educational institutions will be contacted to verify my references
- I authorize Ripco Credit Union to conduct a background check on me and to contact and verify my references. (If Ripco will obtain a credit report, Ripco will first obtain my authorization and signature on a separate document.)
- I understand and acknowledge in the event I am hired, my employment will be at-will—meaning that either Ripco or I can terminate it at any time and for any reason that is not unlawful. The at-will relationship will remain throughout my employment unless I enter into a written agreement stating otherwise from the board of directors or an officer of the Credit Union with authority to enter into the agreement.
- I acknowledge that no offer or promise of employment has been made as of this date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_