

# Application For Employment



## For use by Credit Union National Association, Inc.

**CUNA Madison:** 5710 Mineral Point Road  
 Box 431  
 Madison, WI 53701-0431  
 Telephone: (608) 231-4000

**CUNA Washington:** 601 Pennsylvania Avenue, NW  
 South Bldg., Suite 600  
 Washington, DC 20004  
 Telephone: (202) 638-5777

**JOB LINE: (608) 231-4801 • FAX: (608) 232-8166 • TDD LINE: (608) 232-8226 • WEB PAGE: www.cuna.org**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Date \_\_\_\_\_

We request the following information to help us make the best possible placement. You should complete all portions of this application that pertain to you. We appreciate the time you spend in completing this form.

If offered employment and accepted, you are required by law to show proof of eligibility to work in the USA.

If offered employment and accepted, you are required by law to show you are 18 years of age or over.

Name \_\_\_\_\_ Former Name \_\_\_\_\_  
LAST FIRST MI

Home Telephone No. \_\_\_\_\_ / \_\_\_\_\_ Alternate Telephone No. \_\_\_\_\_ / \_\_\_\_\_

Current Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Previous Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Do you have any relatives in our employment?  Yes  No If Yes, please list. \_\_\_\_\_

Credit Union National Association, Inc. has a nepotism policy which prohibits relatives or household members from working in positions where there may be a conflict of interest.

Have you ever filed an application with us before?  Yes  No If Yes, give date. \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If Yes, give date. \_\_\_\_\_

Referred to this company by: \_\_\_\_\_

***Please complete ONLY ONE application for all positions for which you are applying.***

Position(s) for which you are applying \_\_\_\_\_ Salary Desired \_\_\_\_\_

Work Availability:  Full time  Part time  Summer  Temporary Date Available \_\_\_\_\_  
 (Check all that apply) Date/Hours Available \_\_\_\_\_

***Education — Military Training***

NAME	ADDRESS	MAJOR COURSE/ SUBJECT	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE?	DEGREE
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate Studies			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (specify)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you currently pursuing further studies?  Yes  No

If Yes, what courses and when? \_\_\_\_\_



**Employment History:\***

Please list below present and past employment, to include military service, *beginning with the most recent*. Please complete *all* items and be specific.

\*If you have a resume, attach it to the application. Please complete information on the application that is not supplied on the resume.

<b>1</b> COMPANY	ADDRESS	TELEPHONE
DATES EMPLOYED FROM:                      TO:	SALARY STARTING:                      LEAVING:	NAME OF SUPERVISOR
YOUR TITLE	YOUR DUTIES	

REASON FOR LEAVING

<b>2</b> COMPANY	ADDRESS	TELEPHONE
DATES EMPLOYED FROM:                      TO:	SALARY STARTING:                      LEAVING:	NAME OF SUPERVISOR
YOUR TITLE	YOUR DUTIES	

REASON FOR LEAVING

<b>3</b> COMPANY	ADDRESS	TELEPHONE
DATES EMPLOYED FROM:                      TO:	SALARY STARTING:                      LEAVING:	NAME OF SUPERVISOR
YOUR TITLE	YOUR DUTIES	

REASON FOR LEAVING

<b>4</b> COMPANY	ADDRESS	TELEPHONE
DATES EMPLOYED FROM:                      TO:	SALARY STARTING:                      LEAVING:	NAME OF SUPERVISOR
YOUR TITLE	YOUR DUTIES	

REASON FOR LEAVING

May we contact the above employers for reference checking purposes? \_\_\_\_\_

Please identify by number any employer you do not wish us to contact. \_\_\_\_\_

ADDITIONAL COMMENTS—OPTIONAL: Use the space below to describe your interest in the companies and the skills and experience that you possess which you feel qualify you for a position with us. You may wish to include participation in professional societies and/or special training or skills. Do not list organizations which reveal race, color, creed, national origin, age or sex.

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PLEASE COMPLETE:

LAST NAME

FIRST

MIDDLE INITIAL

**—PLEASE READ CAREFULLY BEFORE SIGNING—**

All qualified applicants will receive consideration for employment without regard to sex, race, color, national origin or ancestry, age, handicap, marital status, source of income, class, physical characteristics, sexual orientation or political beliefs, etc., as prohibited by federal, state or local laws. No information on this application will be used for the purpose of discrimination.

I understand that receipt of this application by Credit Union National Association, Inc. does not guarantee a job interview or offer of employment. Applications are considered current for one year but you must notify Credit Union National Association, Inc., in writing, if you want to be considered for another position using a current application. After that period, you will need to complete a new application to be considered for employment.

I voluntarily grant Credit Union National Association, Inc. the right to investigate and verify the information and statements I have provided in this application. I authorize the companies, schools and persons named in this application to give any information requested regarding my employment, character and qualifications, and release and hold harmless all such companies, schools and/or persons, including Credit Union National Association, Inc., from any liability arising out of the investigation or disclosure.

I understand that the employment that may be offered is not guaranteed for any particular length of time and that either Credit Union National Association, Inc. or I remain free to terminate the relationship at any time for any reason.

I certify that the statements I have made on this application are true and complete to the best of my knowledge. I understand that falsification or omission of any statements made by me on this application disqualifies me from further consideration or can lead to immediate dismissal from employment. I agree that Credit Union National Association, Inc. shall not be held liable in any respect if my employment is terminated for that reason.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

FOR HR USE ONLY

OFFER MADE: \_\_\_\_\_ BY: \_\_\_\_\_ DATE: \_\_\_\_\_ ACCEPTED \_\_\_\_\_

HOURLY SALARY \_\_\_\_\_ BI-WEEKLY \_\_\_\_\_ ANNUAL SALARY \_\_\_\_\_ STARTING DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ HOURS: \_\_\_\_\_

