

# Application for Employment

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

North Star Credit Union  
P.O. Box 1058  
24 S. River St.  
Cook, MN 55723

Phone: 218-666-5940  
Fax: 218-666-2149  
[www.northstarcreditunion.org](http://www.northstarcreditunion.org)  
[info@northstarcreditunion.org](mailto:info@northstarcreditunion.org)

**Name** \_\_\_\_\_ **Former Name** \_\_\_\_\_  
Last First MI

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

**Email Address** \_\_\_\_\_

**Social Security 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. \_\_\_\_\_

*North Star Credit Union 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. \_\_\_\_\_

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

Salary Desired \_\_\_\_\_

Work Availability \_\_\_\_\_ Date Available \_\_\_\_\_

**Education — Military Training**

| NAME                  | ADDRESS | MAJOR COURSE/<br>SUBJECT | CIRCLE<br>LAST YEAR<br>COMPLETED | DID YOU<br>GRADUATE? | DEGREE |
|-----------------------|---------|--------------------------|----------------------------------|----------------------|--------|
| High School           |         |                          | 1 2 3 4                          |                      |        |
| Business/Trade School |         |                          | 1 2 3 4                          |                      |        |
| College               |         |                          | 1 2 3 4                          |                      |        |
| Graduate Studies      |         |                          | 1 2 3 4                          |                      |        |
| Other (specify)       |         |                          | 1 2 3 4                          |                      |        |

Are you currently pursuing further studies?      Yes      No  
 If Yes, what courses and when? \_\_\_\_\_

**Machine Operation:** Check which machines you can operate:

|                                     |                                 |
|-------------------------------------|---------------------------------|
| Typewriter/Word Processor _____ wpm | Adding machine/calculator _____ |
| Personal computer _____             | Other (specify) _____           |
| Hardware _____                      | _____                           |
| Software _____                      | _____                           |
| _____                               | _____                           |
| _____                               | _____                           |
| _____                               | _____                           |

**References:** Please list names, addresses and telephone numbers of two work references.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone No. \_\_\_\_\_ / \_\_\_\_\_ Telephone No. \_\_\_\_\_ / \_\_\_\_\_  
 (AREA CODE) (ARE CODE)

Have you ever had bond coverage denied or cancelled?      Yes      No  
 If Yes, please explain.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* BOND COVERAGE DENIAL/CANCELLATION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT AND WILL BE CONSIDERED ONLY AS IT RELATES TO THE POSITION APPLIED FOR.

**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.

Please complete information on the application that is not supplied on the resume.

|   |                     |           |
|---|---------------------|-----------|
| COMPANY   | ADDRESS             | TELEPHONE |
| DATES EMPLOYED:<br>FROM:                    TO: | NAME OF SUPERVISOR: |           |
| YOUR TITLE:                                     |                     |           |
| YOUR DUTIES:                                    |                     |           |
|   |                     |           |
|   |                     |           |
| REASON FOR LEAVING:                             |                     |           |

|  |                     |           |
|--|---------------------|-----------|
| COMPANY                                  | ADDRESS             | TELEPHONE |
| DATES EMPLOYED:<br>FROM: _____ TO: _____ | NAME OF SUPERVISOR: |           |
| YOUR TITLE:                              |                     |           |
| YOUR DUTIES:                             |                     |           |
|  |                     |           |
|  |                     |           |
| REASON FOR LEAVING:                      |                     |           |

|  |                     |           |
|--|---------------------|-----------|
| COMPANY                                  | ADDRESS             | TELEPHONE |
| DATES EMPLOYED:<br>FROM: _____ TO: _____ | NAME OF SUPERVISOR: |           |
| YOUR TITLE:                              |                     |           |
| YOUR DUTIES:                             |                     |           |
|  |                     |           |
|  |                     |           |
| REASON FOR LEAVING:                      |                     |           |

|  |                     |           |
|--|---------------------|-----------|
| COMPANY                                  | ADDRESS             | TELEPHONE |
| DATES EMPLOYED:<br>FROM: _____ TO: _____ | 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 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 North Star Credit Union does not guarantee a job interview or offer of employment. Applications are considered current for one year but you must notify North Star Credit Union, 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 North Star Credit Union 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 North Star Credit Union, 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 North Star Credit Union 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 North Star Credit Union shall not be held liable in any respect if my employment is terminated for that reason.

I understand that the credit union will request my authorization to run a background and credit check if offered a position of employment.

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Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

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Employee's Name - Printed \_\_\_\_\_

**FOR HR USE ONLY**

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