

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: 218-666-6194
www.northstarcreditunion.org
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.

Were you referred by a current employee? ☐ Yes ☐ No If Yes, list employee. _____

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/ SUBJECT	DID YOU GRADUATE?	DEGREE
High School				
Business/Trade School				
College				
Graduate Studies				
Other (specify)				

Are you currently pursuing further studies? ☐ Yes ☐ No

If Yes, what courses and when? _____

Machine Operation: Which machines do you have experience with, list types of hardware and software you have used:

☐ 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) (AREA 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. Please attach resume if not already provided to the credit union.

COMPANY	ADDRESS	TELEPHONE
DATES EMPLOYED: FROM: _____ TO: _____	NAME OF SUPERVISOR:	
YOUR TITLE:		
YOUR DUTIES:		
REASON FOR LEAVING:		

COMPANY	ADDRESS	TELEPHONE
DATES EMPLOYED: FROM: TO:	NAME OF SUPERVISOR:	
YOUR TITLE:		
YOUR DUTIES:		
REASON FOR LEAVING:		

COMPANY	ADDRESS	TELEPHONE
DATES EMPLOYED: FROM: TO:	NAME OF SUPERVISOR:	
YOUR TITLE:		
YOUR DUTIES:		
REASON FOR LEAVING:		

COMPANY	ADDRESS	TELEPHONE
DATES EMPLOYED: 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.

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.

Signature of Employee

Date

Employee's Name - Printed

FOR HR USE ONLY

OFFER MADE BY: _____ DATE ACCEPTED: _____