



APPLICATION FOR EMPLOYMENT

Leatherstocking Credit Union is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender, disability, predisposing genetic characteristics, military status, veteran status or any other characteristic protected by federal, state or local law.

INTRODUCTORY INFORMATION:

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

APPLICANT QUESTIONS:

Position applied for/work desired: _____ Salary desired: _____ Date Available: _____
_____ Full time _____ Part time _____ Temporary

If hired, can you provide documents required to establish your eligibility to work in the U.S.? Yes No

Are you 16 years of age or older? Yes No

How were you referred to us? _____

Have you ever been convicted of, or pled guilty or no contest to, a crime other than a minor traffic violation? Yes No

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

EDUCATION:

High School or last grade completed:

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

College or Technical School

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____



Other Schooling or Training

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

MILITARY EXPERIENCE:

Branch of Service: _____ From: _____ To: _____

Rank/Type of Service: _____

Job-Related Training/Experience: _____

RECORD OF EMPLOYMENT:

List positions starting with most recent:

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____



WORK-RELATED REFERENCES: (Do not include relative)

	Name	Occupation	Years Known	Contact Information--phone #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

STATEMENT (Please read this statement carefully before signing this application):

I understand that employment with Leatherstocking Credit Union is at-will, meaning that I or the Organization may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize the Organization to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release the Organization, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Signature of Applicant: _____ **Date Signed:** _____



CONSUMER REPORT DISCLOSURE AND RELEASE

Disclosure

It is the policy of Leatherstocking Credit Union to protect the safety and soundness of the Credit Union and the interests of its members by obtaining a consumer report and/or an investigative consumer report on certain applicants and employees. This release shall serve as a formal disclosure that a consumer report may be obtained.

The Credit Union will not use the information obtained in violation of any federal or state equal opportunity law or regulation, and that, if any adverse action is to be taken based on the consumer report, a copy of the report and a summary of the consumer's rights will be provided to the applicant/employee.

Should an investigative consumer report be completed, the applicant/employee may request (in writing) a complete description of the nature and scope of the investigation.

Release

I authorize any consumer-reporting agency to furnish to the Credit Union, or any agent acting on its behalf, a consumer report and/or investigative consumer report including information as to my character, general reputation and personal characteristics.

I recognize that I may be subject to a consumer report and/or an investigative consumer report ordered by the Credit Union, and that I have a right to request in writing whether or not a consumer report and/or investigative consumer report was requested and if either report was requested, the name and address of the consumer reporting agency to whom the request was made and, in the case of an investigative consumer report, a complete and accurate disclosure of the nature and scope of the investigation requested.

Signature of Applicant/Employee

Date