



# EMPLOYMENT APPLICATION

Prospective employees will receive consideration without regard to race, creed, color, sex, age, national origin, disability, or veteran status.

Please advise us if any accommodations are required to assist you in the application process.

**PLACEMENT**

Position(s) applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

Full-time or Part-time \_\_\_\_\_ Hours/shift available \_\_\_\_\_ When will you be available to begin work? \_\_\_\_\_

How were you referred to us? \_\_\_\_\_ Are you legally authorized to work in the United States? \_\_\_\_\_ Have you ever been denied bonding or had your bonding revoked? \_\_\_\_\_

**PERSONAL**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Are you a NHFCU member? \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations such as speeding?  
(Conviction will NOT automatically exclude you from employment) \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

Are any of your relatives presently employed with NHFCU? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, who: \_\_\_\_\_ Relationship: \_\_\_\_\_

**EDUCATION**

| School                  | Name/Location Of School | Course Of Study | No. of Years Completed | Did you Graduate? | Degree Or Diploma |
|-------------------------|-------------------------|-----------------|------------------------|-------------------|-------------------|
| Graduate                |                         |                 |                        |                   |                   |
| College or Trade School |                         |                 |                        |                   |                   |
| High School             |                         |                 |                        |                   |                   |

Office machine experience/Skills: \_\_\_\_\_

**REFERENCES**

| Name | Address | Phone | Occupation | Relationship | Years known |
|------|---------|-------|------------|--------------|-------------|
|      |         |       |            |              |             |
|      |         |       |            |              |             |
|      |         |       |            |              |             |

Attach separate sheet if necessary to provide complete details.

**EMPLOYMENT HISTORY**

| <b>Name/Address of Employer</b><br>List most recent employment first.                              | <b>Date</b><br>(Month/Year)                    | <b>Hourly Pay</b> | <b>Position</b> |                    |
|--|--|-------------------|-----------------|--------------------|
| Name<br>Address<br>Phone   | From   |                   |                 | Supervisor         |
|  | To   |                   |                 | Reason for Leaving |
| Name<br>Address<br>Phone   | From   |                   |                 | Supervisor         |
|  | To   |                   |                 | Reason for Leaving |
| Name<br>Address<br>Phone   | From   |                   |                 | Supervisor         |
|  | To   |                   |                 | Reason for Leaving |
| Name<br>Address<br>Phone   | From   |                   |                 | Supervisor         |
|  | To   |                   |                 | Reason for Leaving |
| We may contact the employers listed above unless you indicate those you do not want us to contact. | DO NOT CONTACT:<br>Employer _____ Reason _____ |                   |                 |                    |

**APPLICANT'S AGREEMENT**

I authorize the work and personal references listed in this application, and any other individuals I may name, to release to Northern Hills Federal Credit Union any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing such information to NHFCU.

**Complete Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

I certify that the information provided is true and complete to the best of my knowledge. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that any employment relationship with NHFCU is of an "at will" nature, which means that I may resign at any time and NHFCU may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Board of Directors of Northern Hills Federal Credit Union.

I hereby authorize Northern Hills Federal Credit Union or any person on its behalf to check and obtain any information and records concerning my background of conviction. I understand and agree that such information and records may be considered as it relates to the employment position for which I have made application.

**Driver's License # (State)** \_\_\_\_\_ **List States where you previously resided:** \_\_\_\_\_

Northern Hills Federal Credit Union has been designated as a non-smoking institution. Use of tobacco products is not permitted in any building or vehicle owned or leased by NHFCU, or at any premise locations while staff, board, or committee meeting are in session. **Can you work under these conditions? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If hired, I agree to abide by the terms and conditions of all NHFCU policies and regulations. I agree that, except at the request and for the benefit of Northern Hills Federal Credit Union, I will not disclose to anyone or use for my own purposes any of the Credit Union's confidential or proprietary information, either during or after my employment.

**Complete Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please read this disclosure. Sign and return the Authorization Form on the following page.**

Dear Applicant:

Based on the Fair Credit Reporting Act (FCRA), Northern Hills Federal Credit Union is required to provide applicants with a Consumer Disclosure and an Authorization Form for the use of credit reports in employment decisions. Please carefully read the Consumer Disclosure below.

**CONSUMER DISCLOSURE  
USE OF CREDIT REPORTS FOR EMPLOYMENT**

Northern Hills Federal Credit Union may obtain a credit report on any consumer who has applied for or accepted employment with the organization. The Credit Union may use information contained in the consumer credit reports in making decisions related to employment with the organization. This may include, but is not limited to, hiring, promotion, retention, and termination.

Prior to procuring a consumer's credit report for employment, Northern Hills Federal Credit Union will obtain the consumer's authorization. Before taking adverse action based in whole or in part on the report, the consumer will be provided with a copy of the report and a description in writing of the rights of the consumer under the Fair Credit Reporting Act.

Information from the consumer report will not be used in violation of any applicable federal or state equal employment opportunity law or regulation.

Please contact TransUnion, PO Box 1000, Chester, PA 19022, or by phone at 1-800-888-4213, if you have any questions of the Fair Credit Reporting Act. You can also go to the Transunion website at [www.transunion.com/direct](http://www.transunion.com/direct).

Human Resource Department  
Northern Hills Federal Credit Union

**PLEASE RETURN THIS SIGNED AUTHORIZATION WITH YOUR EMPLOYMENT APPLICATION.**

**AUTHORIZATION FORM  
FOR EMPLOYMENT CREDIT REPORTS**

I authorize Northern Hills Federal Credit Union to obtain a credit report on me through the credit reporting agency of its choice. If employed, I further authorize Northern Hills Federal Credit Union to check my credit record, as needed, on a continuing basis as it relates to my employment.

I understand that if an adverse employment decision is made due wholly or partly to the information on the credit report, Northern Hills Federal Credit Union will give a copy of the credit report, a summary of my rights under the Fair Credit Reporting Act, and the source of the credit report so that I may contact them, if I wish.

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Name

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Date