



## APPLICATION FOR EMPLOYMENT

We require the following information to help us make the best possible placement within Great Lakes Credit Union. You must complete all areas of the application. We welcome resumes; however, the application must be completed. We appreciate the time you spend in completing this application.

### PLEASE PRINT

#### PERSONAL INFORMATION

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Contact: \_\_\_\_\_  
Home Phone Number Other Phone Number

Address: \_\_\_\_\_  
Street City State Zip Code

e-Mail address: \_\_\_\_\_ Other Names Used: \_\_\_\_\_

#### EMPLOYMENT ELIGIBILITY

Are you eligible for employment in the USA?  Yes  No

If No, what is your Visa status? \_\_\_\_\_

If you are under 18 years of age, state your date of birth: \_\_\_\_\_

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

Have you ever worked for Great Lakes Credit Union before?  Yes  No If Yes, when? \_\_\_\_\_

Have you previously applied for a position at Great Lakes Credit Union?  Yes  No If Yes, when? \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor, other than a minor traffic violation? **NOTE: Under the Juvenile Court Act of 1987, you are not required to disclose expunged juvenile records of an arrest or a conviction.**

Yes  No If Yes, please provide charge(s) and date(s): \_\_\_\_\_

#### POSITION

Position for which you are applying \_\_\_\_\_  
List only one position

Salary Expected \_\_\_\_\_ Date Available \_\_\_\_\_

Employment Desired:  Full-time  Part-time

Status Desired:  Regular  Temporary

Check days available for work:  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Can you travel if the job requires it?  Yes  No

#### REFERRAL SOURCE

How did you learn about GLCU?  
 Advertiser  GLCU Website  
 News-Sun  Market Journal  
 Walk-In  
 Job Fair \_\_\_\_\_

Website \_\_\_\_\_

Other Ad \_\_\_\_\_  
Publication

Referred by \_\_\_\_\_  
Name

# EMPLOYMENT HISTORY

Please list below present and past employers, beginning with the most recent. Please complete all information and be specific.

|  |   |                               |
|--|---|-------------------------------|
| <b>1</b> Company   | Address<br>City/State/Zip                                     | Telephone Including Area Code |
| Dates Employed<br>MO/YR                      MO/YR<br>From:                      To: | Salary/Hourly Wage<br>Starting:                      Leaving: | Name of Supervisor            |

Your Title and Duties

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Reason for leaving

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|  |   |                               |
|--|---|-------------------------------|
| <b>2</b> Company   | Address<br>City/State/Zip                                     | Telephone Including Area Code |
| Dates Employed<br>MO/YR                      MO/YR<br>From:                      To: | Salary/Hourly Wage<br>Starting:                      Leaving: | Name of Supervisor            |

Your Title and Duties:

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Reason for leaving

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|  |  |                               |
|--|--|-------------------------------|
| <b>3</b> Company   | Address<br>City/State/Zip                                      | Telephone Including Area Code |
| Dates Employed<br>MO/YR                      MO/YR<br>From:                      To: | Salary/ Hourly Wage<br>Starting:                      Leaving: | Name of Supervisor            |

Your Title and Duties:

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Reason for leaving

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|  |  |                               |
|--|--|-------------------------------|
| <b>4</b> Company   | Address<br>City/State/Zip                                      | Telephone Including Area Code |
| Dates Employed<br>MO/YR                      MO/YR<br>From:                      To: | Salary/ Hourly Wage<br>Starting:                      Leaving: | Name of Supervisor            |

Your Title and Duties:

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Reason for leaving

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May we contact the above employers for reference checking purposes?  Yes  No

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



## CUSTOMER SERVICE

Describe your previous customer service experience.

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What skills did you use?

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What makes you excel at customer service?

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### PLEASE READ CAREFULLY BEFORE SIGNING

**GREAT LAKES CREDIT UNION** is an equal opportunity employer. **GREAT LAKES CREDIT UNION** does not discriminate in employment and no question on the employment application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I understand that by completing this application, **GREAT LAKES CREDIT UNION** does not guarantee a job interview or an offer of employment. If employed, I understand that my employment is for no definite period of time and can be terminated at any time and for any reason by either **GREAT LAKES CREDIT UNION** or by me.

By signing below, I acknowledge that **GREAT LAKES CREDIT UNION** has my authorization to obtain consumer and investigative reports including facts regarding my credit history, criminal convictions and work history. I have read and agree to the above and hereby acknowledge that the facts I provided in this employment application are true and complete. If I misrepresent or omitted a fact or facts in my application, I may be disqualified from further consideration or if employed, I may be dismissed immediately.

This application is current and active for thirty days. At the conclusion of this time, if I have not had any contact from **GREAT LAKES CREDIT UNION** and still wish to be considered for employment, it will be necessary for me to complete a new application.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED