



# APPLICATION FOR EMPLOYMENT Today's Date: \_\_\_\_\_

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. Once the application is complete, click the gray box at the end to submit to Human Resources.

## PERSONAL INFORMATION

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

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

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County/Parish \_\_\_\_\_

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

## EMPLOYMENT ELIGIBILITY

Are you eligible for employment in the USA?  Yes  No. If no, what is your status? \_\_\_\_\_

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

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

Have you previously applied for employment?  Yes  No. If yes, When? \_\_\_\_\_

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

**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 charges(s) and date (s) \_\_\_\_\_

Do you have a NMLS number: (If yes, please enter above) \_\_\_\_\_ Other Names Used: \_\_\_\_\_

## POSITION REFERENCE SOURCE

Position for which you are applying \_\_\_\_\_

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

**How did you learn about GLCU?**

- GLCU Website
- Walk-In
- Job Fair \_\_\_\_\_
- Website \_\_\_\_\_
- Other Ad \_\_\_\_\_  
Publication

Employee Referral:

Employee Name: \_\_\_\_\_

## EMPLOYMENT HISTORY

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

(1) Company Name	Address	Telephone Including Area Code
	City/State/Zip	
Dates Employed ▶ Month/Year ◀	Salary/Hourly Wage	Direct Supervisor Name
From: _____ To: _____	Starting: _____ Leaving: _____	

Your Duties:

Reason for Leaving: \_\_\_\_\_

(2) Company Name	Address	Telephone Including Area Code
	City/State/Zip	
Dates Employed ▶ Month/Year ◀	Salary/Hourly Wage	Direct Supervisor Name
From: _____ To: _____	Starting: _____ Leaving: _____	

Your Duties:

Reason for Leaving: \_\_\_\_\_

(3) Company Name	Address	Telephone Including Area Code
	City/State/Zip	
Dates Employed ▶ Month/Year ◀	Salary/Hourly Wage	Direct Supervisor Name
From: _____ To: _____	Starting: _____ Leaving: _____	

Your Duties:

Reason for Leaving: \_\_\_\_\_

(4) Company Name	Address	Telephone Including Area Code
	City/State/Zip	
Dates Employed ▶ Month/Year ◀	Salary/Hourly Wage	Direct Supervisor Name
From: _____ To: _____	Starting: _____ Leaving: _____	

Your Duties:

Reason for Leaving: \_\_\_\_\_

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 \_\_\_\_\_

## EDUCATION

SCHOOL NAME	CITY, STATE	MAJOR SUBJECT	DID YOU GRADUATE?	DEGREE
High School: _____			<input type="checkbox"/> Y <input type="checkbox"/> N	
College: _____			<input type="checkbox"/> Y <input type="checkbox"/> N	
College: _____			<input type="checkbox"/> Y <input type="checkbox"/> N	
Business / Trade School: _____			<input type="checkbox"/> Y <input type="checkbox"/> N	

List any professional certifications you have earned: \_\_\_\_\_

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

## SPECIAL SKILLS

Check which equipment you can operate:

\_\_\_\_\_ Keyboard \_\_\_\_\_ wpm \_\_\_\_\_ Switchboard

\_\_\_\_\_ Personal Computer \_\_\_\_\_ Cash Dispenser

\_\_\_\_\_ Other \_\_\_\_\_

Check the software with which you are familiar:

\_\_\_\_\_ Word \_\_\_\_\_ Excel \_\_\_\_\_ Access

\_\_\_\_\_ PowerPoint

\_\_\_\_\_ Other \_\_\_\_\_

Languages Spoken: \_\_\_\_\_

## INTERESTS

Use the space below to describe your interest in Great Lakes Credit Union and the skills, aptitudes, and special training that you feel qualify you for a position with us. You may wish to include participation in civic, professional and/or community activities.

## CUSTOMER SERVICE

Describe your previous customer service experience.

What skills did you use?

What makes you excel at customer service?

**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.

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**APPLICANT'S SIGNATURE**

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**DATE SIGNED**

**Click the Gray Box to Submit Electronic Application  
and attach a resume to Human Resources:**

