



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and prohibit discrimination and harassment of any kind. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status. Please print or type. The application must be fully completed to be considered. Please complete each section even if you attach a resume.

PERSONAL INFORMATION

Name (Last / First / Middle)

Address	City	State	Zip
Phone number	Personal email address		
Are you legally eligible to work in the US? Yes No	Are you 18 years or older? Yes No		

If selected for employment, proof of eligibility must be provided at time of hire as required by law.

Have you ever applied to work at City & County Credit Union? Yes No Were you hired? Yes No

POSITION

Position you are applying for		Available start date
Employment desired Full time Part-time	If part-time, days and hours available	Pay expectations (\$ per ____)

EDUCATION

School name	City, State	Graduated? Yes No	Degree obtained / Year completed	Major

SPECIAL SKILLS / ADDITIONAL TRAINING

REFERENCES (Business and professional only)

Name	Title	Company	Phone Number

EMPLOYMENT HISTORY (Please start with your present or most recent position)

Are you currently employed? Yes No		May we contact your current employer? Yes No	
Employer - Current	Job title	Dates employed	
Work phone number	Starting base pay rate / plus commissions	Ending base pay rate / plus commissions	
Address	City	State	Zip
Reason for leaving:			
Employer	Job title	Dates employed	
Work phone number	Starting base pay rate / plus commissions	Ending base pay rate / plus commissions	
Address	City	State	Zip
Reason for leaving:			
Employer	Job title	Dates employed	
Work phone number	Starting base pay rate / plus commissions	Ending base pay rate / plus commissions	
Address	City	State	Zip
Reason for leaving:			
Employer	Job title	Dates employed	
Work phone number	Starting base pay rate / plus commissions	Ending base pay rate / plus commissions	
Address	City	State	Zip
Reason for leaving:			
Please account for any periods of unemployment 30 days or more in duration and/or part-time employment not listed.			

MISCELLANEOUS

Has your employment with any employer ever been involuntarily terminated? Yes No	If yes, please identify the employer, date and reason for termination.
Have you ever had any bond coverage modified, revoked, or declined? Yes No	If yes, please provide the date and reason for the bond coverage change.

APPLICATION FORM ACKNOWLEDGEMENT

In exchange for the consideration of my job application; I agree that:
 Neither the acceptance of this application, nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, shall serve to create an actual implied contract of employment or otherwise change in any respect the employment-at-will relationship between City & County Credit Union and the undersigned. Both the undersigned and City & County Credit Union and its affiliates may end the employment relationship at any time, with or without specified notice or reason. If employed, I understand City & County Credit Union may unilaterally change or revise their benefits, policies and procedures at any time.
 I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts in this application is cause for dismissal at any time without any previous notice. I hereby give City & County Credit Union permission to contact schools, previous employers (unless otherwise indicated), references and others, and hereby release City & County Credit Union from any liability as a result of such contact.

Applicant Signature	Date
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Equal Employment Opportunity Questionnaire (Voluntary)

City & County Credit Union is an Equal Opportunity and Affirmative Action Employer. We request cooperation in providing the following information which will be used in accordance with statutes and regulations regarding Equal Employment and Affirmative Action. Providing this information is voluntary. All information received will be kept confidential. It will remain separate from your employment application and will not be used in any way during the interviewing or hiring process.

1. Male Female

2. Please check one in this section

- * Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- * White or Caucasian (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- * Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
- * Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- * Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- * American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- * Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.
- * I do not wish to enter voluntary self-identification EEOC information.

3. Veteran of the United States Military Armed Forces: Yes No

4. Disability: Yes No

Person of disability: Any person who has a physical or mental impairment that substantially limits one or more major life activities and that affects employability, has a record of having such impairment, or is regarded as having such impairment.

If you wish to be considered under the handicapped or disabled veterans program, please give brief details of your disability.
Details:

This information will be kept confidential except that (1) Supervisors and Managers may be informed regarding work restrictions or accommodations; and (2) First Aid and safety personnel may be advised to the extent appropriate.

5. Referral Source

- Employee Referral
- Friend/Relative
- CCCU jobs site
- Internet (Indeed or Linked In)
- Walk-in
- Educational Institution
- Private employment agency
- Other

Applicant Signature	Date
Print Name in Full (Last / First/ Middle)	Position you are applying for

Please submit completed questionnaire along with your application to: jobs@cccu.com
City & County Credit Union, Attn: Human Resources, 144 11th St. E., St. Paul, MN 55101