

PERSONAL INFORMATION

Please print all information

Last Name	First Name	MI	Please list other names used	
Address		City	State	Zip Code
Cell Phone	E-mail Address		Home Phone (or other contact number)	
Today's Date	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you legally authorized to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No	

DESIRED EMPLOYMENT

Position applying for	Are you applying for full time hours? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you applying for part time? Desired schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No _____
Pay rate expected?	Can you work overtime and/or Saturdays? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date available to start
Have you applied with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____	How were you referred to us?	
Have you ever worked for GENCO Federal Credit Union? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____	Do you have any relatives employed by GENCO Federal Credit Union or on the Board of Directors or on the Supervisory Committee? If yes, please list who & relationship: <input type="checkbox"/> Yes <input type="checkbox"/> No _____	

EDUCATION AND TRAINING

GIVE NAMES AND ADDRESSES OF SCHOOLS ATTENDED			
High School	No. Years	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No
College		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Enrolled	Degree or field of study
Other		Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Enrolled	Degree or field of study
Please list any additional skills and training you may have that you consider relevant to becoming employed at GENCO Federal Credit Union.		Do you have any bilingual skills? If yes, what language? <input type="checkbox"/> Yes <input type="checkbox"/> No _____	
		What office equipment are you experienced with?	
List any computer programs and software you are experienced with. Please be specific.			

GENCO Federal Credit Union is an Equal Opportunity Employer. As such, employment decisions for applicants and employees are made without regard to race, color, religion, gender, age, national origin, disability (if able to perform the essential functions of the job with or without the aid of a reasonable accommodation), or any other legally protected status. If you need help in completing this application, please request assistance.

FORMER EMPLOYERS: THIS SECTION MUST BE COMPLETED. DO NOT REFER TO RESUME. Please give accurate/complete information. Start with present or most recent employer; any gaps should be accounted for.

PLEASE INDICATE IF WE CAN CONTACT YOUR CURRENT EMPLOYER AT THIS TIME: Yes No

Employer:	Phone				
Address:					
Date started:	Date ended:	Pay rate:	HR	WK	ANN
Job Title:	Name of Supervisor:				
Describe job duties:					
Reason for leaving:					

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Reason for leaving:			

ADDITIONAL INFORMATION

Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which positions	Have you ever been refused a bond? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you ever been (1) convicted of, or (2) pled guilty, or (3) pled no contest (*nolo contendere*), or (3) had deferred adjudication to a felony or misdemeanor other than a minor traffic violation? No Yes

If yes, please state where, when, and the nature of the offense; indicate whether the charge was dismissed as a condition of probation, suspension, or deferred adjudication.

A "YES" answer to any of the above questions is not an automatic bar to employment. GENCO FCU will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

I authorize investigation of all statements contained in this application and any supporting documents. I authorize GENCO FCU to secure information about my experience from former employers, my educational institutions, government agencies, or any references I have provided, and for those parties to provide information concerning my qualifications for employment and I hereby release all parties from any liability arising from such investigation.

I will, as a condition of employment furnish proof of my identity, that I am 18 years of age or older and of my legal right to work in the United States.

I understand that if I am employed, any false statement, misrepresentation or omission on this application or on any supporting documents, regardless of when discovered, may result in my immediate dismissal.

I agree that if I am offered a position, it will be offered on the condition that my employment shall be "at-will" and for no definite period, and that my employment may be terminated at any time by me or GENCO FCU, with or without cause and with or without prior notice. I understand that, except for the President of GENCO FCU, no person may alter or amend my "at-will" status. Only the President of GENCO FCU has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and any such agreement must be in writing, signed by me and the President of GENCO FCU.

My signature below certifies that I have read, understand and agree to the foregoing and to the best of my knowledge and belief; the information on this application form is true and correct.

Applicant Signature

Date

GENCO Federal Credit Union considers applications for only a 60-day period. If you wish to be considered after sixty days from the date of application, please re-apply.