



**Application for Employment
An Equal Opportunity Employer**

Landings Credit Union makes its employment decisions without regard to race, color, sex, national origin, religion, age, disability, citizenship, or veteran or military status.

This application will be considered active for a period of 60 days. If you desire to be considered for a position at a future time after the 60 day period, you must file a new application. Note: You may or may not receive notice from Landings Credit Union regarding this application.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application blank. Except for your signature, all entries on this application must be typewritten or printed. All information given will be available only to persons who have a “need to know” or as required by law.

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone: _____
Home Work Cell

Which type of employment are you seeking: Full-time _____
Part-time _____ Hours Available _____

Position applied for? _____ Date Available: _____

Are you fully capable of performing the essential functions of the job(s) you are applying for with or without reasonable accommodations? Yes ___ No ___

Are you over 18 years of age? Yes ___ No ___

Are you legally eligible for employment in the United States? Yes ___ No ___

If you are not a citizen, do you possess an Alien Registration Card? Yes ___ No ___

(Federal Law requires proof of identity and employment authorization for all new employees.)

GENERAL INFORMATION

Have you ever applied for employment with this Credit Union? Yes ___ No ___

Were you ever employed with this Credit Union? Yes ___ No ___

Have you ever been convicted of a felony? Yes ___ No ___

If yes please describe: _____

List any clubs, organizations, civic or other groups which have influenced your professional development within the last five years: (Exclude any labor organizations or any organization which indicates race, color, religion, sex, age, disability, national origin or ancestry of its members). _____

REFERENCES

Give three references, other than relatives.

Name	Address	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY

1. Name of Current/Most Recent Employer		Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Reason for Leaving	Supervisor's Name
From Mo. Yr.	To Mo. Yr.	Starting	Ending		
List the jobs you held, duties performed, skills used or learned, advancements or promotions.					
May we contact this employer? Yes _____ No _____					

2. Name of Next Previous Employer		Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Reason for Leaving	Supervisor's Name
From Mo. Yr.	To Mo. Yr.	Starting	Ending		
List the jobs you held, duties performed, skills used or learned, advancements or promotions.					
May we contact this employer? Yes _____ No _____					

3. Name of Next Previous Employer		Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Reason for Leaving	Supervisor's Name
From Mo. Yr.	To Mo. Yr.	Starting	Ending		
List the jobs you held, duties performed, skills used or learned, advancements or promotions.					
May we contact this employer? Yes _____ No _____					

EDUCATION

School	Name and Location of School	Course of Study	Number of Years Completed	Did you Graduate?	Degree or Diploma
High School				Yes ___ No ___	
Business / Trade Technical				Yes ___ No ___	
College				Yes ___ No ___	
Graduate				Yes ___ No ___	

AFFIDAVIT

I certify that all the statements or answers made on this application, any attachments or on my resume or any other supplementary materials are true and correct without any material omissions of any kind. I understand that Landings Credit Union is relying on the truthfulness of the information I have provided. I also understand that honesty is an essential job requirement for any position within the financial services industry. I understand that if any statement in this application or attachments proves to be false, that it is grounds for immediate disqualification of employment, or if already employed, grounds for termination.

I agree to hold harmless Landings Credit Union against all actions, proceedings, liabilities, damages loss, cost and expenses including legal fees that it may sustain or become liable for by reason of any dishonesty on my behalf.

Should my circumstances change such that any of the answers given by me on this application are no longer accurate or true, I shall notify Landings Credit Union of such change. Failure to do so may result in the termination of my employment.

I hereby authorize Landings Credit Union to investigate the accuracy of the information on this application, and any attached materials, from any person or organization. Information may be obtained from such sources as: law enforcement agencies, current and former employers, government agencies and references. I release Landings Credit Union and all persons and organizations from all claims and liabilities of any nature arising from such investigation or the supplying of information for such investigations.

I understand and agree that employment by Landings Credit Union is conditional upon the results of such investigation, and if required, upon furnishing Landings Credit Union acceptable legal proof of citizenship, visa status, and/or age if an offer of employment is made. If such investigation results in knowledge of misleading or false information, supplied by me, Landings Credit Union has grounds for immediate disqualification of employment, or if already employed, grounds for termination. Further, I agree that Landings Credit Union shall not be liable in any respect if my employment is terminated because of the falsity of statements, answers or omissions made by me.

I understand "Bondability" is a non-negotiable condition of employment and I need to be bondable in order to be employed by Landings Credit Union.

I understand that there is no express or implied contract of employment and that if employed, I have been hired at the will of Landings Credit Union and that my employment may be terminated at will, at any time; with or without cause; the Credit Union's only obligation being to pay salary or wages due and owing at the time of termination as required by Arizona law. Any offer of employment is not to be construed as a contract of employment for any specific length of time and is terminable by the employee or the Credit Union for any reason with or without cause and with or without notice. While other terms and conditions of the employment relationship may change or be modified from time to time, the at-will relationship cannot be changed except by express written agreement.

My signature certifies that I have read the above affidavit, understand its content, and have had an opportunity to discuss any questions.

Signature: _____

Date: _____

STATEMENT REGARDING CONSUMER, CRIMINAL AND BONDABILITY REPORT

THIS STATEMENT MUST BE COMPLETED & INCLUDED WITH APPLICATION

The nature of our business requires all employees be bondable. For employment purposes we will obtain a consumer credit report, a criminal search report and a bondability report to help determine if you are bondable.

A poor report might cause us to rescind our employment offer or terminate employment although we would discuss this with you and provide all information required under the Federal Fair Credit Reporting Act.

I am aware and understand that Landings Credit Union may request a credit, criminal search and bondability report inquiry on me as a condition of my employment. I am also aware that a poor report could be cause for rescinding an employment offer.

Authorization

This document authorizes the Credit Union to obtain a consumer credit report, a criminal search report and bondability report for employment purposes. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for the Credit Union to obtain consumer reports at any time during my employment period.

Please check one of the following:

I am willing; **I am *not* willing,**

to voluntarily provide my name and social security number to assist in obtaining my credit, criminal search and bondability reports.

Candidate's Name (Printed): _____

Social Security Number: _____

Signature: _____

Date: _____

APPLICANT QUESTIONNAIRE

NAME: _____ DATE: _____

POSITION: _____ OFFICE/DEPT: _____

CURRENT SALARY: _____ EXPECTED SALARY: _____

DATE AVAILABLE TO START: _____

Why do you want this position?

Why do you want to work for Landings Credit Union?

Why did you leave/are interested in leaving your current employer?

Where do you think you could most improve?

Tell me about your work habits:

Describe your ideal work environment (Co-workers, manager, culture, responsibilities):

Career goals – Where do you see yourself in 5 years?

If we were to contact your previous manager/coworkers how would they describe you and your work?

What computer systems are you familiar with?

Other information or comments: