

Application for Employment



"We're making a difference."

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

St. Anne's Credit Union, an equal opportunity employer, expressly prohibits any form of unlawful harassment based on gender, race, religion, color, national origin, physical or mental disability, marital status, age, gender identity or expression, citizenship, genetic information, ancestral origin, sexual orientation, pregnancy, childbirth, veteran or military status, or any other status protected by Federal, State or local laws. St. Anne's Credit Union will provide communication aids and services to persons with disabilities upon request.

(PLEASE PRINT)

Position(s) Applied For

Date of Application

How Did You Learn About Us?

- ☐ Advertisement
 ☐ Friend
 ☐ Walk – In
☐ Employment Agency
 ☐ Relative
 ☐ Other

Do you have any Relatives that are presently employed at St. Anne's Credit Union?

☐ Yes
 ☐ No
 If yes, who _____

Last Name

First Name

Middle Name

Address Number Street City State Zip Code

Telephone Number(s)

If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever filed an application with us before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, give date
Have you ever been employed with us before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, give date
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
May we contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a U.S. citizen or eligible to work in the USA? <i>Proof of citizenship or immigration status will be required upon employment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
On what date would you be available for work?		
Are you available to work:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	
Will you work overtime if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you travel if a job requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a misdemeanor within the past five (5) years? (Do not include a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace).	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain: Answering (Yes) will not automatically result in disqualification

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Employment Experience

Start with your present or last job. Include any job – related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)				
Job Title	Supervisor			
Reason for Leaving				

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		From	To	
Address				
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Telephone Number (s)				
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Additional Information

Comments:

Include explanation of any gaps in employment or additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIRMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the Activities involved in such a job or occupation is attached.

_____ YES _____ NO

References *(PLEASE DO NOT LIST RELATIVES)*

1.

(Name)

()

Phone #

(Address)

2.

(Name)

()

Phone #

(Address)

3.

(Name)

()

Phone #

(Address)

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with St. Anne's Credit Union is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of St. Anne's Credit Union.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of St. Anne's Credit Union.

Signature of Applicant

Date

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.

ACKNOWLEDGEMENTS AND AGREEMENTS

All Applicants – Please read the following and address questions to the Human Resource Department before signing below:

In processing this employment application, St. Anne's Credit Union may request that an investigative consumer report be prepared, which may contain information as to your character, general reputation and credit background. You have the right to request that St. Anne's Credit Union completely and accurately disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to St. Anne's Credit Union, Human Resources Department, within a reasonable amount of time after you complete this application.

APPLICANTS STATEMENT

I authorize all personnel, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any and all information pertinent to my employment and release same from any liability resulting from providing such information. St. Anne's Credit Union has my permission to make said inquiries and I release St. Anne's Credit Union from any liability in making said requests or relying on the information received.

I understand that satisfactory reports are a condition of employment with St. Anne's Credit Union. I further understand that my employment with St. Anne's Credit Union may be terminated if management determines that said reports are unsatisfactory.

APPLICANT'S SIGNATURE _____ DATE _____