

TREMONT CREDIT UNION

APPLICATION FOR EMPLOYMENT

Please print clearly in ink.

If you need assistance in completing this application, please let us know so that we can discuss a reasonable accommodation.

Today's Date _____

PERSONAL DATA

Name: Last _____ First _____ Middle _____

Current Address: Street and Number _____

City _____ State _____ Zip _____

Preferred Name or Nickname _____

Day Phone Number () _____ Evening Phone Number () _____

How or by Whom were you referred? _____

Position Desired 1) _____ 2) _____

Social Security Number _____

Have you applied here before? Yes No If yes, give dates _____

If hired and under 18, can you furnish a work permit? Yes No I am over 18

Are you legally authorized to work in the United States? Yes No
(If hired, you will be required to submit proof of your identity and legal work authorization as a condition of employment.)

Do you have a specific salary requirement? Yes No If yes, please indicate _____

EMPLOYMENT DATA

Date Available to Work _____ Total Hours Available Per Week _____

Equal Opportunity Employer

Tremont Credit Union is an equal opportunity employer that is committed to developing a workplace that welcomes, supports and values diversity. A diverse and inclusive workforce is consistent with our values of excellence and integrity and is critical to our ability to provide proactive, innovative and expert advice to our clients.

EDUCATION

High School: Name _____ City _____ State _____

Circle highest grade completed: High School 9 10 11 12 College 13 14 15 16 17

Diploma or GED: Yes No

College: (Include Professional or Business schools. List all whether or not degree was obtained)

Name	Address	Major	Minor	Degree	Grade
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Academic honors, awards or special recognition _____

Extra curricular activities _____

Other night school, correspondence, home study or courses not listed above _____

Do you have any objection to our contacting your previous schools? Yes No

If yes, explain _____

WORKING SKILLS

Microsoft Word _____
version(s)

Other Spreadsheet _____
version(s)

WordPerfect _____
version(s)

Other Word Processing _____
version(s)

Windows _____
version(s)

Microsoft Excel _____
version(s)

Other Working skills:

Please list any other special training or skills you believe would be a benefit in the job for which you are applying:

REFERENCES

Name _____ Date _____

Position Applied For _____ Location _____

Professional References

Please list three professional references who can verify your work history and performance. References should not be relatives and at least two must have directly supervised you at some time in your work history.

Please print:

1. Name of Supervisor _____ Title _____

Company Name and Address _____

Company Phone Number (include area code and extension) _____

2. Name of Supervisor _____ Title _____

Company Name and Address _____

Company Phone Number (include area code and extension) _____

3. Name of Supervisor _____ Title _____

Company Name and Address _____

Company Phone Number (include area code and extension) _____

Personal References

Please list two personal references (must not be a relative)

1. Name and address _____

Phone Number _____ Occupation _____

Years Acquainted _____ How do you know this individual? _____

2. Name and address _____

Phone Number _____ Occupation _____

Years Acquainted _____ How do you know this individual? _____

EMPLOYMENT RECORD INFORMATION

Please complete in detail. You may include military service and any verifiable volunteer work.

1. Current/Last Employer _____ Employment Dates _____
Type of Business _____ Job Title _____
Address _____ Salary _____
_____ Bonus/Incentive _____
Supervisor's Name _____ Reason for Leaving _____
Duties/Responsibilities _____ Company Phone No. _____
May we contact? Yes No

2. Current/Last Employer _____ Employment Dates _____
Type of Business _____ Job Title _____
Address _____ Salary _____
_____ Bonus/Incentive _____
Supervisor's Name _____ Reason for Leaving _____
Duties/Responsibilities _____ Company Phone No. _____
May we contact? Yes No

3. Current/Last Employer _____ Employment Dates _____
Type of Business _____ Job Title _____
Address _____ Salary _____
_____ Bonus/Incentive _____
Supervisor's Name _____ Reason for Leaving _____
Duties/Responsibilities _____ Company Phone No. _____
May we contact? Yes No

4. Current/Last Employer _____ Employment Dates _____
Type of Business _____ Job Title _____
Address _____ Salary _____
_____ Bonus/Incentive _____
Supervisor's Name _____ Reason for Leaving _____
Duties/Responsibilities _____ Company Phone No. _____
May we contact? Yes No

SECURITY

Read this carefully before answering the following questions:

You may answer "No" if your criminal record consists only of one or more of the following: (a) a sealed record on file with the Commissioner of Probation, (b) a case of delinquency or a child in need of services which did not result in a complaint transferred to Superior Court for criminal prosecution, (c) your crimes were misdemeanors and they occurred five or more years ago, or (d) your misdemeanors were limited to a first offense for drunkenness, simple assault, speeding, minor traffic offenses, disturbance of the peace, or affray.

Have you been convicted of a felony or misdemeanor? Yes No

If yes, give details including date, location (city), nature of offense and disposition _____

SIGNATURE

Read Carefully Before Signing:

1. I understand that the receipt of this application does not imply that I will be employed.
2. The statements and information furnished by me in this application are true and complete. I understand that I may be subject to immediate dismissal or refusal to hire if at any time Tremont Credit Union discovers any material falsification, omission, or misrepresentation of fact in this application.
3. I authorize Tremont Credit Union to conduct a background inquiry to verify the statements and information on this application, other documentation that I have provided, and other areas that may include prior employment, consumer credit, criminal convictions, motor vehicle history, and other reports. I authorize all previous employers or other persons who have knowledge of me, or my records, to release such information to Tremont Credit Union. I hereby release any individual, agency, and Tremont Credit Union from all claims or liabilities whatever that may arise from the disclosure of such information.
4. I understand that all employees of Tremont Credit Union are employees at will. If hired, I will be free to resign at any time. Likewise, Tremont Credit Union will have the right to terminate my employment at any time with or without any reason or notice, regardless of the date of payment of my wages or salary. Neither this application, the Tremont Credit Union Employee Manual, or any other employment policy or document given to employees is intended to create, nor should such documents be construed as creating, an express or implied contract.

My Signature Signifies That I Have Read and Agree with the Above Statements.

Signature of Applicant _____ Date _____