

# APPLICATION FOR EMPLOYMENT

*Complete application in your own handwriting. Please use ink.*

Whatcom Educational Credit Union does not discriminate in recruiting, hiring, and conditions of employment on the basis of color, national origin, sex, religion, marital status, family relationship, disability, Veteran status, or on the basis of age. No question on this application is intended to secure information to be used in a discriminatory manner.

## PERSONAL INFORMATION

Date of Application	Name (Last, First, Middle Initial)	Social Security Number	
Current Address		City	State
		Zip Code	
Daytime Phone Number	Message Phone Number	How were you referred to Whatcom Educational Credit Union?	
		<input type="checkbox"/> Drop In <input type="checkbox"/> Employee <input type="checkbox"/> Advertisement <input type="checkbox"/> Web Site <input type="checkbox"/> Other _____	
Are you a U.S. citizen or do you have a visa or work card which permits you to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## GENERAL INFORMATION

Position	Date Available	Type of Employment Desired <input type="checkbox"/> Full time <input type="checkbox"/> Part time	Salary Expectation
Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever applied here before? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, when?)	Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, when?)	
Do you have any relatives or friends employed at WECU? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, who?)		Are there shifts, hours or days you cannot or will not work? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, list.)	
Have you ever admitted to or been convicted of a criminal offense involving robbery, embezzlement, forgery, shoplifting, or other dishonest act? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, give dates and circumstances. A criminal record does NOT automatically disqualify an applicant for employment.			

## SKILLS AND QUALIFICATIONS

Sales/Customer Service (Briefly describe experience you have had in sales or customer service activities.)

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List any other special training, skills or experience which you think would be an asset to WECU.

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Please indicate training or experience in the functions and/or equipment listed below.

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|---|--|---|
| <input type="checkbox"/> Keyboard speed _____ wpm | <input type="checkbox"/> Proof Machine       | <input type="checkbox"/> Personal Computer (List software applications) |
| <input type="checkbox"/> Calculator               | <input type="checkbox"/> Cash Handling       |   |
| <input type="checkbox"/> 10 Key Adding Machine    | <input type="checkbox"/> Other (Please list) |   |

# EDUCATION

	Name and Location of School	Years Attended	Did you Graduate?	Grade Point Average	Subjects Studied
High School					
College					
Trade, Business or Correspondence School					

Are you currently enrolled in school?     No     Yes     Full time     Part time

Do you plan further education?     No     Yes     Full time     Part time    If yes, when? \_\_\_\_\_

# WORK AND VOLUNTEER EXPERIENCES

(List previous five years, beginning with most recent. If more space is needed additional pages may be attached.)

Dates	Name, Address and Phone	Position	Reason for leaving	May we contact?
From	Supervisor's Name and Title:			
To				
From	Supervisor's Name and Title:			
To				
From	Supervisor's Name and Title:			
To				
From	Supervisor's Name and Title:			
To				

# REFERENCES

Name	Address	Phone	Business	Years Known
1.				
2.				

# CERTIFICATION/AUTHORIZATION

I understand that this application is not, and is not intended to be, a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. Further, I give permission to contact all or any of my previous employers for full information and to obtain a credit report on me for employment purposes. All of the foregoing information I have supplied in this application is a full and complete statement of the facts and it is understood that if any falsification be discovered, it will constitute grounds for dismissal upon discovery thereof. I understand that Whatcom Educational Credit Union employees must be bondable. Therefore, a bondability check must be completed. If I am hired and subsequently fail the bonding check, I understand my employment may be terminated.

Signature	Date
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### WECU USE ONLY

- Bondability check   
  Background check   
  Credit check   
  New hire letter   
  Reference checks   
  New employee information for system access



## EQUAL EMPLOYMENT OPPORTUNITY

Federal guidelines for Equal Employment Opportunity and WECU Affirmative Action Plan require that job application records be kept on ethnic background and sex. Completion of the “race” and “sex” sections on this application form are voluntary. This information is kept for EEO data gathering purposes only.

Male       Female

Please choose only one of the following.

	<b>White (not of Hispanic origin)</b>	All persons having origins in any of the original people of Europe, North Africa or the Middle east.
	<b>Hispanic</b>	All persons having origins in any of the original people of Mexico, Spain or Portugal.
	<b>Black (not of Hispanic origin)</b>	All persons having origins in any of the black racial groups of Africa.
	<b>Asian or Pacific Islander</b>	All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
	<b>American Indian or Alaskan Native</b>	All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition.
	<b>Group I</b>	Unknown
	<b>Group II</b>	Do not wish to disclose race information.