

**NorthPark Community Credit Union
Indianapolis, Indiana**

NorthPark Community Credit Union is an At-Will Employer

Employment Application

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

Skill tests may be administered to applicants for certain positions. Any applicant who believes that a disability would prevent an accurate reflection of his/her skills, aptitudes or other factors should inform the company. If the company agrees that the impaired sensory, manual or speaking skills of the applicant will prevent such an accurate reflection, a reasonable accommodation may be made. Such accommodation will not be made when such skills are the factors which the tests measure. The company reserves the right to require medical documentation concerning the need for accommodation.

Personal Data

Name _____ Date _____

Address _____
Street address City State Zip Code

Social Security Number _____ Telephone Number _____

How long have you lived at your present address ? _____

Previous address if above address less than 5 (five) years _____

Position applied for : _____ Date you can start _____

Referred to this company by : _____ Salary desired _____

List names of any friends or relatives working for this company: _____

Do you have the legal right to work in the United States ? { } YES { } NO

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Education

	No. of Years	Did You Graduate	Degree	Major Study Courses
College :				
High School :				
Elementary :				
Other :				

Other experiences, skills, or qualifications which would enhance work with our company :

Are you currently pursuing further studies ? { } Yes { } No If yes, what courses ? _____

Employment History

List your present and past employment for the past ten years, beginning with the most recent.

Are you presently employed ? { } Yes { } No If no please explain _____

1. Company : _____ **Telephone** _____

Address : _____

Job Title and brief description : _____

Name of Supervisor : _____ **Employed from** _____ **to** _____

Annual salary or hourly rate : _____ **Reason for leaving** _____

May we contact this employer ? { } Yes { } No If no, please state reason : _____

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2. Company : _____ Telephone : _____

Address : _____

Job Title and brief description : _____

Name of Supervisor : _____ Employed from _____ to _____

Annual salary or hourly rate : _____ Reason for leaving _____

May we contact this employer ? Yes No If no, please state reason _____

3. Company : _____ Telephone : _____

Address : _____

Job Title and brief description : _____

Name of Supervisor : _____ Employed from _____ to _____

Annual salary or hourly rate : _____ Reason for leaving _____

May we contact this employer ? Yes No If no, please state reason _____

General Information

1. Have you ever been disciplined or discharged for absenteeism, failure to notify your employer when absent or any other attendance- related reason other than reasons related to a qualified disability as defined under the American With Disabilities Act ? Yes No

2. Have you ever been disciplined or discharged for theft, unauthorized removal of company property, or related offenses? Yes No

3. Have you ever been disciplined or discharged for fighting, assault or related offenses ? Yes No

4. Have you ever been disciplined or discharged for violating a safety rule or rules ? Yes No

5. Have you ever been disciplined or discharged for insubordination ? Yes No

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If you answered “yes” to any of the above five questions, please explain : _____

Other Information

Have you ever been bonded? { } Yes { } No If yes, where _____

Is there any reason to believe you could not be bonded? { } Yes { } No If yes, please explain _____

Have you been convicted of a crime in the past ten years which has not been annulled or expunged or sealed by a court? { } Yes { } No If yes, explain fully : _____

Are any of your relatives employed here? { } Yes { } No If so, please list the name of the relative _____

_____. Nature of the relationship _____

Personal References

Please list the names of personal references and no the names of relatives or former employers

Name and Occupation

Address

Telephone

1. _____

2. _____

3. _____

Interests

Use the space below to describe your interest in our company and the skills and attitudes that you feel qualify you for a position with us. You may also wish to include participation in civic and community activities, professional societies and/or hobbies, sports, special training or skills. Do not list organizations which reveal race, religion, color or national origin, age sex or disability.

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I hereby declare the information provided by me in this application for employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission on this application may be cause for immediate dismissal. In return for employment, I have given nothing other than my promise to perform services as an at-will employee.

In making this application for employment, I authorize NorthPark Community Credit Union, it's attorneys or agents acting on behalf of NorthPark Community Credit Union, to obtain a consumer credit report as defined in United States Code Title 15, section 1681. This report will bear upon my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living. I understand this information will be obtained from a consumer reporting agency. Should I choose, I will have the opportunity to rebut any adverse information obtained on your behalf or directly by you within a reasonable period of time being informed of the nature and scope of the report obtained.

If employed, I agree to abide by the policies and procedures developed by NorthPark Community Credit Union for the conduct of its employees, and I understand that if employed, the employer may revise policies or procedures, in whole or in part, at any time.

I understand that any employment with NorthPark Community Credit Union can be terminated with or without cause, at any time at the discretion of either myself or NorthPark Community Credit Union. I understand that no Management official has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

Any offer of employment extended will be subject to satisfactory results of the above mentioned credit check, as well as the reserved right of NorthPark Community Credit Union to run a criminal background check.

I acknowledge that I have read and understand the above, and hereby give my written permission to perform the necessary background, credit and all other applicable checks.

Date: _____ Signature _____

This completed application shall become the property of NorthPark Community Credit Union